The objective of this subsidy is to promote the internationalization of the research of this University. This subsidy consists of the following four programs to which applications can be submitted when necessary.

1. Program for Overseas Travel Support
2. Program to Support the Submission of Academic Papers in a foreign language
3. Program to Support Short-Term Hosting of Researchers from Overseas
4. Program to Support the Creation of Websites in Foreign Languages

As applications are processed in order of submission, grant applications will be closed when the corresponding budget for the academic year has been depleted. Notification of the closing of the application period will be provided in advance on the Division of Research homepage.

Application Period and Submission Locations for the Subsidy for International Dissemination

Application period: Applications are accepted from April 1, 2020 (Wed.)
* Please consult the corresponding application guidelines to confirm the applicable grant period and application deadline.
* Due to budgetary considerations of this system, as these grants are included within the scope of the budget, grant applications will be closed when the corresponding budget for the academic year has been depleted. If this occurs, notification will be provided on the Division of Research homepage.

Locations for application form submission

<table>
<thead>
<tr>
<th>Campus</th>
<th>Office / Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzaku</td>
<td>Office of Research Planning and Development / Yano, Nakamura, Yasui</td>
</tr>
<tr>
<td></td>
<td>5th Floor of Nakagawa Kaikan Hall,</td>
</tr>
<tr>
<td></td>
<td>Ritsumeikan University Suzaku Campus,</td>
</tr>
<tr>
<td></td>
<td>1 Suzaku-cho, Nishinokyo, Nakagyo-ku, Kyoto 604-8520</td>
</tr>
<tr>
<td></td>
<td>Phone: 075-813-8199 / Ext. # 510-2407, 510-2417, 510-2411</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:resplan3@st.ritsumei.ac.jp">resplan3@st.ritsumei.ac.jp</a></td>
</tr>
<tr>
<td>Kinugasa</td>
<td>Kinugasa Research Office / Masaki, Sogo, Tsujikawa</td>
</tr>
<tr>
<td></td>
<td>1st Floor of Shugakukan Hall,</td>
</tr>
<tr>
<td></td>
<td>Ritsumeikan University Kinugasa Campus,</td>
</tr>
<tr>
<td></td>
<td>56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577</td>
</tr>
<tr>
<td></td>
<td>Phone: 075-465-8233 / Ext. # 511-2406, 511-2390, 511-2823</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:k-seido@st.ritsumei.ac.jp">k-seido@st.ritsumei.ac.jp</a></td>
</tr>
<tr>
<td>Biwako-Kusatsu</td>
<td>BKC Research Office</td>
</tr>
<tr>
<td></td>
<td>Ritsumeikan University Biwako-Kusatsu Campus,</td>
</tr>
<tr>
<td></td>
<td>1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577</td>
</tr>
<tr>
<td></td>
<td>&lt;&lt;Natural Sciences&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>3rd Floor of Research Center for Disaster Mitigation Systems / Nomura, Kimura T</td>
</tr>
<tr>
<td></td>
<td>Phone: 077-561-3488 / Ext. # 515-6510, 515-6521</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:b-kodoka@st.ritsumei.ac.jp">b-kodoka@st.ritsumei.ac.jp</a></td>
</tr>
<tr>
<td></td>
<td>&lt;&lt;Social Sciences&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>5th Floor of Across Wing / Yamamoto, Miyake</td>
</tr>
<tr>
<td></td>
<td>Phone: 077-561-3945 / Ext. # 515-2504, 515-2501</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:across@st.ritsumei.ac.jp">across@st.ritsumei.ac.jp</a></td>
</tr>
</tbody>
</table>
Osaka Ibaraki  
OIC Research Office/ Suzuki, Akiyama  
Building A, 8th Floor,  
Ritsumeikan University Osaka Ibaraki Campus,  
2-150 Iwakura-cho, Ibaraki, Osaka 567-8570  
Phone: 072-665-2570 / Ext. # 513-3521, 513-3504  
E-mail: oicro-k@st.ritsumei.ac.jp

Inquiries:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Office / Person in Charge</th>
</tr>
</thead>
</table>
| Suzaku            | Kinugasa Research Office / Masaki, Sogo, Tsujikawa  
1st Floor of Shugakukan Hall,  
Ritsumeikan University Kinugasa Campus,  
Phone: 075-465-8233 / Ext. # 511-2406 , 511-2390 , 511-2823  
E-mail: k-seido@st.ritsumei.ac.jp |
| Kinugasa          | 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577  
Phone: 075-465-8233 / Ext. # 511-2406 , 511-2390 , 511-2823  
E-mail: k-seido@st.ritsumei.ac.jp |
| Biwako-Kusatsu    | BKC Research Office  
Ritsumeikan University Biwako-Kusatsu Campus,  
1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577  
<<Natural Sciences>>  
3rd Floor of Research Center for Disaster Mitigation Systems / Nomura, Kimura T  
Phone: 077-561-3488 / Ext. # 515-6510, 515-6521  
E-mail: b-kodoka@st.ritsumei.ac.jp  
<<Social Sciences>>  
5th Floor of Across Wing / Yamamoto, Miyake  
Phone: 077-561-3945 / Ext. # 515-2504, 515-2501  
E-mail: across@st.ritsumei.ac.jp |
| Osaka Ibaraki     | OIC Research Office/ Suzuki, Akiyama  
Building A, 8th Floor,  
Ritsumeikan University Osaka Ibaraki Campus,  
2-150 Iwakura-cho, Ibaraki, Osaka 567-8570  
Phone: 072-665-2570 / Ext. # 513-3521, 513-3504  
E-mail: oicro-k@st.ritsumei.ac.jp |

Request for Researcher’s Database Input

The Researcher’s Database (DB) is a database for providing research results and profiles to the public via the Internet. Please be sure to enter information about your research results when using this subsidy. See the Division of Research website for details.  
(http://www.ritsumei.ac.jp/research/member/researcher_login/index.html/).
1. Program for Overseas Travel Support (AY2020)

1. Objectives and Attributes of the Program for Overseas Travel Support

The objective of this program is to promote the international dissemination of research results by providing a manner for researchers to apply for and receive grants when necessary in order to cover the travel expenses required for presenting results at international academic conferences, meetings, and similar events held abroad, or for forming international networks.

2. Application Details

<table>
<thead>
<tr>
<th>Subject of the Grant</th>
<th>Grants are provided for travel expenses for a business trip to an approved destination overseas to present research (including as a lecturer or panelist, or presentations made by use of posters) or act as a moderator or chairperson at an international academic conference or meeting that is held abroad.</th>
</tr>
</thead>
</table>
| Expenses to be Covered by the Grant | Grants can cover actual airfare expenses of up to a maximum of 100,000 yen.  
* "Actual airfare expenses" include airport-use charges, air travel insurance premiums, airport taxes, fuel surcharges and handling charges. |
| Applicable Grant Period | Applicable to business trips abroad taken from April 1, 2020 to March 31, 2021. Application deadline is Friday, March 5, 2021.  
* Due to budgetary considerations of this system, as these grants are included within the scope of the budget, grant applications will be closed when the corresponding budget for the academic year has been depleted. If this occurs, notification will be provided on the Division of Research homepage. |
| Eligibility | All of the following qualifications must be met.  
① Applicants must be full-time faculty members of this University (including those with appointed employment deadlines).*1  
② Combined usage: Although research travel, individual research, and personal expenses are generally used separately, combined usage of these can be applied if the Program to Support Research Activities (KAKENHI acquisition promotion) and the fund distributor consent to such use of research funds.  
③ The business trip must be approved by the applicant’s affiliated institution.  
④ The application must be submitted at least two weeks prior to departure.  
⑤ The above expenses to be covered by the grant can include cases where the recipient of the grant has other business in addition to the academic conference or similar event that is the subject of the grant if the amount of time the grant recipient participates in the academic conference that is the subject of the grant is approximately one-half or more of the total schedule. |

*1: The applicant shall be a Ritsumeikan University professor, associate professor, Ninkisei Kyoin (professor / associate professor / lecturer / assistant professor), Tokunin Assistant Professor (tokunin-jokyo), Shyonin Assistant Professor, Tokubetsu Keiyaku Kyoin, (professor / associate professor), Tokubetsu Shohei Kyoin (professor / associate professor), Eminent Research Professor (professor / associate professor), or Research Professor (professor / associate professor / assistant professor). Research Staff (senior researcher, researcher, syonin researcher).

3. Grant Award Decision

The decision to award a grant is determined by a screening process.
4. Important Points
(1) An application for the "Program for Overseas Travel Support" can only be submitted once within the applicable grant period.
(2) Duplicate grant payments for the same research subject as for the "Program for the International Dissemination of Research Results" will not be approved.
(3) Due to the requirement of having the business trip approved by the applicant’s affiliated institution, you must submit an application for an international business trip with the institution before applying for this grant.

5. Notification of Screening Results
Applicants will be notified of the screening results by email in the order of application submission.

6. Application Forms and Personal Information Policy
(1) The application documents and other documents submitted will be used for screening purposes only. The submitted documents will not be returned to applicants.
(2) The personal information obtained with the application forms and other documents will be used for screening purposes only.

7. Application Procedures
Applicants must apply using the prescribed forms on the web.

Application Registration
: https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10250

Important Points for Application
The application is to request subsidy in the program. Thus, after adoption, applicants must submit documentary evidences such as airfare receipt (signed and stamped with seal on reverse side), boarding passes, itinerary, program, Travel Report, copy of the invitation letter, and the like, necessary to pay travel expenses, to a person in charge at Research Office

○ To be attached with the web application (Word, PDF, etc.)
  - Travel Requisition Form (the one prior to approval is acceptable)
  - Airfare receipt (signed or stamped with seal)
If airfare receipt cannot be attached upon application, attach an estimate. For payment after adoption is confirmed, airfare receipt (signed and stamped with seal on reverse side) is needed.
  - Documentary evidences (itinerary and document indicating that the applicant will make presentation (program, copy of the invitation letter, etc.)

○ To be submitted for payment of travel expenses (submit to Research Office)
  - Travel Requisition Form (Original form approved by the administrative office of applicant's college/graduate school)
  - Boarding passes
  - "Travel Report"
  - Documentary evidence (to prove the fact of the business)
2. Program to Support the Submission of Academic Papers in Foreign Languages (AY2020)

1. Objectives and Attributes of the Program to Support the Submission of Academic Papers in Foreign Languages.

The objective of this Program is to promote the international dissemination of research results by providing a manner for researchers to apply for and receive grants when necessary in order to cover expenses for the proofreading/correction of academic papers in Foreign Languages (max. of 50,000 yen per paper) and foreign languages journal submission expenses (max. of 50,000 yen per paper) required when submitting a paper to an foreign languages journal.

2. Application Details

| Subject of the Grant | This support Program provides grants to cover expenses for the proofreading/correction of academic papers in Foreign Languages (max. of 50,000 yen per paper) and foreign languages journal submission expenses (max. of 50,000 yen per paper) required when a faculty member of this University submits a paper to a foreign languages journal.

* When applying for grants to cover both proofreading/correction expenses and submission expenses, the two types of expenses shall be for a single academic paper. |
| Expenses to be Covered by the Grant | - Expenses for proofreading/correcting academic papers in Foreign Languages (max. of 50,000 yen per paper)

This includes expenses related to the foreign languages translation and correction of submitted academic papers, selection of the journal to which the paper is submitted, peer review prior to submission, creation/editing of graphics for the paper, journal-submission agent, resubmission support for a received paper, and similar types of services.

- Foreign languages journal submission expenses (max. of 50,000 yen per paper)

Expenses related to journal submission (submission fees, publication fees, Internet publication fees, open-access fees, and costs for reprinting and additional printing, as well as any postal transfer fees or remittance charges related to the payment of such fees and costs). |
| Applicable Grant Period | Applicable to academic papers submitted to foreign-language (not in Japanese) journals from April 1, 2020 to March 31, 2021. Application deadline is Friday, March 5, 2020.

* Since it is a rule that order placement, delivery, and payment shall be completed within the same academic year as the spending of research funds, consult with the affiliated Research Office in advance when any related forms will possibly be issued next academic year.

* Due to budgetary considerations of this program, as these grants are included within the scope of the budget, grant applications will be closed when the corresponding budget for the fiscal year has been depleted. If this occurs, notification will be provided on the Division of Research homepage. |
| Eligibility | All of the following qualifications must be met.

1. Applicants must be full-time faculty members of this University (including those with appointed employment deadlines). 

"1"
Combined usage: Although individual research and personal expenses are generally used separately, combined usage of these can be applied if the Program to Support Research Activities (KAKENHI acquisition promotion) and the fund distributor consent to such use of research funds.

This program cannot be used to create a combined budget established by multiple faculty members. (The maximum amount possible for a single grant is 100,000 yen for each application.)

*1: The applicant shall be a Ritsumeikan University professor, associate professor, Ninkisei Kyoin (professor / associate professor / lecturer / assistant professor), Tokunin Assistant Professor (tokunin-jokyo), Shyonin Assistant Professor, Tokubetsu Keiyaku Kyoin, (professor / associate professor), Tokubetsu Shohei Kyoin (professor / associate professor), Eminent Research Professor (professor / associate professor), or Research Professor (professor / associate professor / assistant professor). Research Staff (senior researcher, researcher, syonin researcher).

3. Grant Award Decision
   The decision to award a grant is determined by a screening process.

4. Important Points
   (1) An application for the "Program to Support the Submission of Academic Papers in foreign languages " can only be submitted once within the applicable grant period.
       *A second application is acceptable only when submitting the paper already granted for expenses by this program to a foreign languages journal.
   (2) Duplicate payments for the same research subject as for the "Program for the International Dissemination of Research Results" will not be approved.
   (3) In the case of co-authored papers <Paper authors: Professors A and B, Applicant: Professor A>
       If Professor A submits the application, only Professor A is considered to have submitted an application, therefore it is still possible for co-author Professor B to submit an application for another paper in the same academic year. The maximum amount for a single paper is 100,000 yen, such that this maximum payment cannot be increased even if there are multiple co-authors. (Two co-authors do not equal a maximum of 200,000 yen.)
   (4) Submission of academic papers, even if in foreign Languages, to a journal of this University (such as "Bulletin of the Ritsumeikan University XX Research Institute") is not covered by this program.
   (5) The corresponding paper must be submitted to a journal if the grant of this system is received. However, a peer-reviewed paper that is not accepted for publication by a journal after submission can still be covered by this grant.

5. Notification of Screening Results
   Applicants will be notified of the screening results by email in the order of application submission.

6. Application Forms and Personal Information Policy
   (1) The application documents and other documents submitted will be used for screening purposes only. The submitted documents will not be returned to applicants.
   (2) The personal information obtained with the application forms and other documents will be used for screening purposes only.

7. Application Procedures
Applicants must apply using the prescribed forms on the web.

Application Registration
   : https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10253

Important points for Application
   The application is to request subsidy in the program. Thus, after adoption, applicants must submit documentary evidences necessary to pay expenses to a person in charge at Research Office

   ○To be attached to the web application (Word, PDF, etc.)

(1) Expenses for proofreading/correcting academic papers in foreign languages.
   - A copy of the proofread/corrected paper
   - Estimate
   - Delivery statement (Signature or seal of the researcher is required.)
     * Acceptance Inspection by Executive Office is required if the cost is 20,000 yen or more.
   - Invoice

*In case of reimbursed payments, a receipt or a statement issued by a credit card company (signed and stamped with seal on reverse side) is also necessary. If the payment is processed in combination with Program to Support the Submission of Academic Papers in English (graduate student), documentary evidences shall require signatures and be stamped with seal by both graduate student (applicant) and faculty.

(2) Expenses for foreign languages journal submission
   - Statement indicating that the paper was submitted
     (If there is no such statement, a copy of emails or other similar documents are acceptable.)
   - A copy of the submitted paper
   - Invoice (Signature or seal of the researcher is required.)
     * Acceptance Inspection by Executive Office is required if the cost is 20,000 yen or more.

*In case of reimbursed payments, a receipt or a statement issued by a credit card company (signed and stamped with seal on reverse side) is also necessary. If the payment is processed in combination with Program to Support the Submission of Academic Papers in English (graduate student), documentary evidences shall require signatures and be stamped with seal by both graduate student (applicant) and faculty.
3. Program to Support Short-Term Hosting of Researchers from Overseas (AY2020)

1. Objectives and Attributes of the Program to Support Short-Term Hosting of Researchers from Overseas

This program provides support for inviting researchers from overseas when international exchanges and symposiums are held as a means to accelerate international research exchanges.

2. Application Details

| Subject of the Grant | Grants are provided for travel and living expenses incurred when inviting researchers from abroad for the objectives of holding an international academic conference, meeting or workshop in Japan, constructing an international network, follow-up after research performed outside of this University (research outside of Japan), and promoting industry-university-government collaboration on an international level. However, the use of this grant is limited to the participation of the corresponding invitee in academic conferences and similar events that are held within Ritsumeikan University, and those that are sponsored or co-sponsored by the faculty member who applies for this grant or by an organization to which that faculty member belongs. |
| Expenses to be Covered by the Grant | This grant is limited to a maximum of 200,000 yen for travel expenses (including daily allowance and accommodation expenses) incurred when inviting a researcher from abroad to an international academic conference, meeting or similar event held in Japan and for an honorarium for the invitee.  
* "Actual airfare expenses" include airport-use charges, air travel insurance premiums, airport taxes, fuel surcharges and handling charges.  
* Daily allowance and accommodation expenses shall be according to the regulations of this University.  
* Expenses related to the conference, meeting or similar event other than travel expenses and an honorarium (such as participation fees) shall not be covered. |
| Applicable Grant Period | Applicable to expenses incurred for invitations extended from April 1, 2020 to March 31, 2021. Application deadline is Friday, March 5, 2021.  
* Grant applications may be closed early due to budgetary considerations of this program. If this occurs, notification will be provided on the Division of Research homepage. |
| Eligibility | All of the following qualifications must be met.  
① Applicants must be full-time faculty members of this University (including those with appointed employment deadlines).  
② Combined usage: It can be applied if the Program to Support Research Activities (KAKENHI acquisition promotion) and the fund distributor consent to such use of research funds. Combining of personal expenses is not permitted.  
③ The travel abroad of the corresponding invitee must be approved by the invitee’s affiliated institution.  
④ The application must be submitted at least three weeks prior to the invitation.  
⑤ This program cannot be used to create a combined budget established by multiple faculty members. (The maximum amount possible for a single grant is 200,000 yen) |
yen (one person) for each invitation. You cannot use the grant funds for inviting two researchers from abroad even if remaining within the maximum grant amount (200,000 yen).) Additionally, only one invitee can be invited to a single academic conference, symposium or similar event.

*1: The applicant shall be a Ritsumeikan University professor, associate professor, Ninkisei Kyoin (professor / associate professor / lecturer / assistant professor), Tokunin Assistant Professor (tokunin-jokyo), Shyonin Assistant Professor, Tokubetsu Keiyaku Kyoin, (professor / associate professor), Tokubetsu Shohei Kyoin (professor / associate professor), Eminent Research Professor (professor / associate professor), or Research Professor (professor / associate professor / assistant professor).

*2: If there are any other kinds of funds provided for the invitee (such as grants received from the sponsor of the academic conference), the expenses to be covered by this grant shall consist of the actual expenses after subtracting the amount of any other funds received.

3. Grant Award Decision
The decision to award a grant is determined by a screening process.

4. Important Points
(1) An application for the "Program to Support Short-Term Hosting of Researchers from Overseas" can only be submitted once within the applicable grant period.
(2) Duplicate grant payments for the same research subject as for the "Program for the International Dissemination of Research Results" will not be approved.

5. Notification of Screening Results
Applicants will be notified of the screening results in writing in the order of application submission.

6. Application Forms and Personal Information Policy
(1) The application documents and other documents submitted will be used for screening purposes only. The submitted documents will not be returned to applicants.
(2) The personal information obtained with the application forms and other documents will be used for screening purposes only.

7. Application Procedures
Applicants must apply using the prescribed forms on the web.

Application Registration
: https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10254

Important Points for Application
The application is to request subsidy in the program. Thus, after adoption, applicants must submit documentary evidences necessary to pay expenses to a person in charge at Research Office.

〇To be attached to the web application (Word, PDF, etc.)
-"Invoice for Remuneration and Honorarium (hosting, offering specialized knowledge)" (Division of Research From 4-3)
-Itinerary
-Airfare receipt (or estimate)
- Materials indicating the details of hosting objectives (materials from planned seminar or program, copy of an invitation card or email)
4. Program to Support the Creation of Websites in Foreign Languages (AY2020)

1. Objectives and Attributes of the Program to Support the Creation of Websites in Foreign Languages

The objective of this program is to promote the international dissemination of research results by providing a manner for researchers to receive a grant to cover the expenses required to create a foreign language version of his or her personal website.

2. Application Details

<table>
<thead>
<tr>
<th>Subject of the Grant</th>
<th>Grants are provided for the expenses required to create a foreign language version of a website administered by the researcher.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Expenses required for translating an existing website into a foreign language.</td>
</tr>
<tr>
<td></td>
<td>- Expenses required for creating a new website in a foreign language.</td>
</tr>
<tr>
<td>Expenses to be Covered by the Grant</td>
<td>Support of up to 200,000 yen is provided for the expenses required to create a foreign language version of a researcher's website.</td>
</tr>
<tr>
<td></td>
<td>- Use of this program contains the condition that the website must include elements of the public disclosure of research results or the dissemination of the contents of the researcher's own research.</td>
</tr>
<tr>
<td>Applicable Grant Period</td>
<td>Applicable to foreign-language websites created from April 1, 2020 to March 31, 2021. Application deadline is Friday, March 5, 2021.</td>
</tr>
<tr>
<td></td>
<td>*Grant applications may be closed early due to budgetary considerations of this program. If this occurs, notification will be provided on the Division of Research homepage.</td>
</tr>
<tr>
<td>Eligibility</td>
<td>All of the following qualifications must be met.</td>
</tr>
<tr>
<td></td>
<td>① Applicants must be full-time faculty members of this University (including those with appointed employment deadlines).*1</td>
</tr>
<tr>
<td></td>
<td>② Combined usage: Although individual research and personal expenses are generally used separately, combined usage of these can be applied if the Program to Support Research Activities (KAKENHI acquisition promotion) and the fund distributor consent to such use of research funds.</td>
</tr>
<tr>
<td></td>
<td>③ Websites must be orientated towards providing information to the general public.</td>
</tr>
<tr>
<td></td>
<td>④ This program is directed towards individual researchers, and is not meant for the website of research organizations, institutes, or centers.</td>
</tr>
<tr>
<td></td>
<td>⑤ This program cannot be used to create a combined budget established by multiple faculty members.</td>
</tr>
</tbody>
</table>

*1: The applicant shall be a Ritsumeikan University professor, associate professor, Ninkisei Kyoin (professor / associate professor / lecturer / assistant professor), Tokunin Assistant Professor (tokunin-jokyo), Shyonin Assistant Professor, Tokubetsu Keiyaku Kyoin, (professor / associate professor), Tokubetsu Shohei Kyoin (professor / associate professor), Eminent Research Professor (professor / associate professor), or Research Professor (professor / associate professor / assistant professor).

3. Grant Award Decision

The decision to award a grant is determined by a screening process.

4. Important Points
(1) An application for the "Program to Support the Creation of Websites in Foreign Languages" can only be submitted once in the applicant’s job tenure.

(2) Duplicate grant payments for the same research subject as for the "Program for the International Dissemination of Research Results" will not be approved.

5. Notification of Screening Results
Applicants will be notified of the screening results in writing in the order of application submission.

6. Application Forms and Personal Information Policy
(1) The application documents and other documents submitted will be used for screening purposes only. The submitted documents will not be returned to applicants.

(2) The personal information obtained with the application forms and other documents will be used for screening purposes only.

7. Application Procedures
Applicants must apply using the prescribed forms on the web.

Application Registration
: https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=10255

Important Point for Application
The application is to request subsidy in the program. Thus, after adoption, applicants must submit documentary evidences necessary to pay expenses to a person in charge at Research Office.
When personnel expenses are incurred, submit a "Personalized Work Request" or "Notification of Working Conditions" in addition to the application form before making a request for the work.
If subcontracting a company or other organization, submit the following documents.

If 100,000 yen or more (The following documents must be submitted before order placement.)
- Estimate
- Order/Contract Request Form
* Procedures are the same as those written in the Research Fund Spending Guidebook (pp.54).

(2) If less than 100,000 (Submission after order placement is acceptable.)
- Estimate
- Invoice
- Delivery statement (Signature or seal of the researcher is required.)
* In case of reimbursed payments, a receipt (signed and stamped with seal) is also necessary.