Guidelines for Individual Research Allowance

AY2019

0. Introduction

The Individual Research Allowance supports the research work of faculty members at Ritsumeikan University.

Faculty members are asked to fully understand the purpose of the Individual Research Allowance and to use the funds appropriately.

In order to receive Individual Research Allowance, faculty members must submit the "Research Progress Report and Research Plan for Individual Research Allowance" at the end of each academic year (or at the time of arrival for newly hired faculty).

For information on the appropriate use of research funds, refer to the Division of Research's website. [http://www.ritsumei.ac.jp/research/member/research_expenses/re01.html/](http://www.ritsumei.ac.jp/research/member/research_expenses/re01.html/) (In Japanese)

Division of Research, Ritsumeikan University

2019.9.26ver

1. Summary of Individual Research Allowance

(1) Eligible applicants

① Tenured faculty / ② Fixed-Term faculty (Except for Sennin Lecturers in Foreign Languages and Sennin Lecturer of Basic Natural Sciences) / ③ Specially Appointed Professor / ④ Distinguished Professor / ⑤ Fixed-Term faculty subject to the conditions provided for in employment contract

Fixed-Term Faculty should check their contract for details. If the contract doesn't contain a provision regarding the Individual Research Allowance, or states as part of the supplementary benefits, this procedure is not applicable.

(2) Allowance Amount

390,000 yen

The allowance for your research material expenses and research travel expenses

2. Management Method

(1) In case of using as research material expenses (Cost of materials)

・ As this allowance is paid from University funds, faculty are requested use the funds according to the University's policies concerning the expenditure of research funds.

・ Supporting documents such as Invoices, Delivery statement or "ryoshusho" (hereinafter "formal receipts"), which are receipts with the official stamp of the vendor or business conducting the transaction, should be submitted in a timely fashion for all expenses, regardless of amount, to the appropriate staff member (see last page).

・ Purchases that exceed the full amount of this allowance, or purchases that are supported with other funds and span more than one academic year do not fall within the scope of this allowance.

(2) In case of using as travel expenses
Travel expenses associated with the research activities of faculty members who have traveled are eligible for reimbursement. (Travel expenses for other researchers cannot be reimbursed.)

Faculty members must submit a "Business Trip Requisition Approval Form [For faculty members]" to the administrative office of their college/department prior to travel for each trip.

After the expenditure is authorized through the required process, the amount calculated in accordance with Ritsumeikan Regulations for Travel Expenses will be transferred to the bank account of the traveler. A “Business Trip Report (Reimbursement) Form” must be submitted in a timely manner after the trip has been completed.

(3) Ritsumeikan University Research Funds Management System

At the Division of Research, we have introduced the "Research Funds Management System" to allow researchers to conveniently check their spending status of research funds managed by the Research Office online.

After faculty have submitted documentary evidence (formal receipts, etc.), the Research Office will sequentially update the status as soon as it has procedures the documents. Please check the remaining balance of your Individual Research Allowance on the "Research Funds Management System"

URL: https://rgm.ritsumei.ac.jp/kakenhi/login.do

(5) Applicable Use Period: Monday, April 1, 2019 - Tuesday, March 31, 2020

The date on the formal receipt must fall within the period above.

(6) Due date for submission of supporting documents: Wednesday, March 4, 2020

If supporting documents such as formal receipts cannot be obtained by the due date, please contact the appropriate staff member (see last page) by the end of February.

Faculty members are asked to plan so that all necessary purchases are completed by the end of February where possible.

(7) Important points for claiming applicability & submitting evidence of purchases

1) Payments in cash

The formal receipts (originals) should be submitted to the appropriate staff. (Copies are not accepted.) If a vendor cannot provide a formal receipt, a cash register-issued receipt may be accepted.

Receipts must include the following details.
2) Payments by credit card

Credit card payments are usually not accepted. However, if you need to use a credit card to purchase supplies from overseas, submit the formal receipt or credit card billing statement (original or copy) containing the payment. You must receive the purchased items within the applicable period and submit supporting documents by the submission deadline. If the billing statement for payments can only be checked online, print out the relevant webpage and submit it. The holder of the credit card must be the faculty member requesting use of the allowance to cover the expense.

3) Purchases through the Ritsumeikan University Co-op's accounts receivable system

From AY 2019, faculty members will be able to request invoice payments (the Co-op will invoice the Research Office for the cost of materials after the materials are delivered). For procedure details, see the Guidelines for the Disbursement of Research Funds.

If you have already made a purchase with ‘payroll deduction from 26, February to 31 March’, it will be ‘reimbursed payments’. (Only this time)

3. In case of using as research material expenses (Cost of materials) (Details)

(1) Allowable and non-allowable expenses

Following a tax investigation, it has been determined that some expenses that were applicable previously* were deemed as non-allowable expenses that should not be paid from University funds and shall be subject to income tax. Please note that the Individual Research Allowance does not cover these expenses.

- *Expenses incurred to attend lectures to develop personal skills and acquire or update qualifications.
- "Expenses incurred for printing and binding books and journals that are not under contract between the Ritsumeikan Trust and the publisher"
- "Office supplies, such as computers, that are engraved with personal names"

<table>
<thead>
<tr>
<th>Item list</th>
<th>Item</th>
<th>Expenditures</th>
<th>Important notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books / materials</td>
<td>Books, dictionaries, etc.</td>
<td>Please append materials explaining details of purchase (book titles) to avoid confusion with personal purchases. *Required for tax purposes. ● Books used in relation to courses or acquiring qualifications for personal skill development are not covered.</td>
<td></td>
</tr>
<tr>
<td>General consumables</td>
<td>Stationary, experiment materials, software, magazines, DVDs, online</td>
<td>● Examples of items that cannot be covered: fountain pens, suitcases, personal organizers, personal seals, red ink pads,</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Items</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>DB usage fees</td>
<td>Computers, printers, electronic dictionaries, iPads (tablet), etc.</td>
<td></td>
<td>business cards, mobile phones, mobile phone accessories, and iPods.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name- engraved office supplies are not covered.</td>
<td></td>
</tr>
<tr>
<td>Academic conferences</td>
<td>Annual membership fees, participation fees for conventions, registration fees for meetings</td>
<td>In principle, anything related to academic conferences must be for the current academic year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expenses incurred for social gatherings, receptions, etc. are not covered.</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>Postage, courier services, stamps, postcards, FAX services, Internet access, data communication*</td>
<td>① Submit materials indicating that expenses are for research activities, such as lists of mailing destinations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Expenses for Internet access and data communication can be covered if a detailed description is provided on the invoice.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attach a statement of reason that makes it clear that usage is for research activities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone calls and telephone cards are not covered.</td>
<td></td>
</tr>
<tr>
<td>Printing and binding</td>
<td>Copy fees (including copy cards), binding fees, reprinting fees, etc.</td>
<td>The costs of printing and binding books and journals that are not under contract between the Ritsumeikan Trust and the publisher are not covered. In addition, costs that include royalties are not covered.</td>
<td></td>
</tr>
<tr>
<td>Honorariums</td>
<td>Part-time personnel costs, speaker honorariums, translation costs, revision costs, etc.</td>
<td>Please submit a &quot;Notification of Working Conditions&quot; in advance when employing part-time workers (see the Guidelines for the Disbursement of Research Funds for details). Please use the prescribed forms for work reports and formal receipts, etc. Persons already employed as assistants, RAs, special researchers, etc. may not be employed as part time personnel.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Photo development costs, research equipment repair costs, paper submissions fees, lab coat cleaning fees</td>
<td>Running costs for meetings such as snacks and refreshments, and the cost of gifts are not covered.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expenses such as fees to attend lectures, acquire qualifications, membership enrollments, renewals, or applications (for personal skill development) are not covered.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment such as desks and chairs for faculty research offices are not covered.</td>
<td></td>
</tr>
</tbody>
</table>

*Please attach a statement of reason (free-format) detailing expenses for items that may be objectively difficult to ascertain whether they will be used for research. If it is difficult for you to objectively determine whether or not items are suitable, please contact the Research Office. In addition, the Research Office may ask you to clarify the purpose of items and submit a statement of reason.

(2) Important notes

1) If the price for one order/one set is 100,000 yen or more, an Executive Office (affiliated Research Office or Division of Financial Affairs, Office of Purchasing and Contracts in accordance with the total cost) must place the order. Acceptance Inspection by Executive Office[Goods and items for which acceptance inspection is required] : 20,000 yen or more

2) Usage limitations

- To be used by researchers for expenses deemed necessary for conducting their daily research.
- Expenses not directly related to research work, expenses that are incurred for educational purposes,
or for items difficult to distinguish between business and private use are not permitted.

- The additional purchase of supplies and furnishings installed in faculty research offices by the University such as desks, chairs, bookshelves, lockers, telephones, desk stands, desk lamps, and the additional purchase of such items for the purpose of being used outside of faculty research offices is not permitted.

3) Delivery and storage location
   - Please have purchased items delivered to the University or faculty research office.
   - If purchased items are kept and constantly used at home, they may be considered to be personal items for tax purposes and subject to income tax. Please be careful not to constantly use items at home or store items at home.

4) Purchase of duplicate items
   Purchasing the same item or book multiple times is not permitted.

5) Purchases through amazon.co.jp
   - A formal receipt should be printed out from “Your Account” on the Amazon website.
   - If a packing slip or proof of shipment is enclosed with the ordered item(s) instead of a formal receipt, get a formal receipt and submit it with the packing slip or proof of shipment to the Research Office on your campus. However, the method for issuing a formal receipt depends on the payment method; please check the Amazon website for details. (For items that were purchased by credit card, a formal receipt will generally be displayed on the Amazon website. If the receipt link is clicked two or more times, the receipt will be reissued. Be sure to print out the receipt the first time it is displayed on screen.)

6) Using Individual Research Allowance in combination with other funding
   Expenses shall only be acknowledged if it is made clear what exactly will be funded with what funding source. Specifically, this means clearly stating the number of the items, etc. that are to be funded by each source.
   (E.g., if a dozen pens are purchased and seven fall within the scope of the Individual Research Allowance and five of them within the scope of another funding source, only seven pens will be covered by the Individual Research Materials Allowance.

7) Making payments solely for participation fees for academic conferences, research meetings, etc.
   If wanting to use the Allowance to ONLY pay for participation fees for academic conferences, research meetings, etc., submit the bill (or receipt) of the academic participation fee and the materials of participation fees. ←Updated on April 10

8) Purchases that span academic years
   If wanting to use the Allowance to pay for annual subscriptions to such things as books or journals that extend beyond the applicable academic year, the items to be delivered in the next academic year will be paid for in advance and will be appropriated as expenses for the next year. (No additional procedures are required by faculty members.)

9) Providing complimentary copies of a book/publication
   If wanting to use the Allowance to pay for expenses associated with presenting your research findings, please submit a distribution list for your authored book/publication. If the publisher does
not have a contract with the Ritsumeikan Trust at the time of publication, please be sure to also submit a copy of your contract with the publisher along with the distribution list.

4. In case of using as travel expenses (Details)

(1) Usage procedures

Submit a "Business Trip Requisition Approval Form [For faculty members]" to the administrative office of the relevant college/graduate school prior to the business trip. After the administrative office receives it, it will be forwarded to the Research Office.

After your business trip is completed, promptly submit a "Business Trip Report (Reimbursement) Form". Submit the following documents (program, invitation, schedule, venue details (closest train station, etc.)) to clearly show your duties on the business trip for each work day.

| Participation in an academic conference, research meeting, symposium, etc. | Copy of conference participation certificate, materials distributed on the day, formal receipt for participation fee (Materials distributed before actual participation in the event and materials posted on the website are not acceptable.) |
| Fieldwork | Formal receipts from institutions visited such as museums, survey notes, photograph data |
| Attendance at conferences/meetings, company visits | Meeting minutes, notes and handouts, business cards from participants or individuals visited |
| Data collection at institutions such as libraries | Formal receipts for photocopying, copies of photocopied materials, library cards, formal receipts for purchased materials |

If you cannot collect all of the above materials, please submit materials to prove you went to the business trip destination during the applicable period such as transportation tickets, accommodation fee receipts, and accommodation certificates.

(2) Travel by air

Submit airline ticket receipts and ticket stubs (originals) if traveling by air. However, if transportation expenses are covered by another funding source and do not need to be covered by this Allowance, please include a note explaining this. In such cases, there is no need to attach receipts or ticket stubs.

(3) Cancellation fees for transportation (flights, etc.)

Cancellation fees for transportation that are incurred because of reasons unrelated to research (personal reasons, etc.) cannot be covered with the Research Travel Allowance. (Can be covered in cases of flight cancellation due to severe weather, natural disaster, etc.)

(4) Criteria for overnight stays the day before or after the travel period

Stays will be covered by the Research Travel Allowance as follows.

Night before: If the departure time from the starting/nearest station for the business trip is before 7 a.m.
Night after: If the departure time from the starting/nearest station for returning from a business trip is after 10 p.m.
⇒ Please submit documents verifying that you were at the location on the day (dated receipt, etc.)

(5) Daily allowances and overnight costs covered by other research allowances

Travel periods involving daily allowances and overnight costs covered by other research allowances will not be covered by the Research Travel Allowance. If wishing to use another funding source together
with the Research Travel Allowance, clearly state which funding will cover which portion/section to prevent duplicate payments.

(6) Business trip cancellation

In the event of trip cancellation, immediately contact the appropriate staff member (see last page). If the destination or period has changed, submit a "Business Trip Report (Reimbursement) Form" with a written description of the changes.

(7) Submission period for Business Trip Requisition Approval Form [For faculty members]

For business trips in AY2019, a "Business Trip Requisition Approval Form [For faculty members] must be submitted by the end of February 2020.

5. Applications for Next Academic Year (AY2020)

Please submit a "Research Progress Report and Research Plan for Individual Research Allowance" to the Research Office by the due date in accordance with "Ritsumeikan University Regulations on Individual Research Allowance". The office will contact you at the end of the academic year, please submit the report completing all necessary procedures.

(1) Preparing the report

Log in to the Ritsumeikan University Researcher's Database to refer to research activities. https://researchdb.ritsumei.ac.jp/scripts/update/index.htm

(2) Submitting the report

1) Documents required:
   "Research Progress Report and Research Plan for Individual Research Allowance"

2) Deadline:
   March 25, 2020 (Additional details will be provided separately)

6. Other Important Points

(1) Treatment of Individual Research Allowance during Maternity Leave, Childcare Leave, and Family Care Leave

In principle, work duties, including research activities, cannot be carried out during maternity leave, childcare leave, or family care leave.

However, in the case of purchasing supplies (such as books), paying publication fees for articles and membership fees for academic societies, etc., the Individual Research Allowance may be used when permission is granted by the University Vice President (Research Director). Such use will be considered as voluntary research for maintaining the individual's research capabilities and contributing to the smooth resumption of research activities upon return to work.

If wishing to receive approval for such use, please consult with the Research Office on your campus in advance, fill out the required form, and submit the form to the administrative office of your college, graduate school, or institute.

*In accordance with Article 65 of the Labor Standards Act, the use of funds as described above may not be used within eight weeks following the birth of a child (or six weeks with a doctor's permission).

*Trips that make use of research funds are associated with work duties; therefore, permission will not be given to use this Allowance to cover travel expenses.
(2) Spending of "Special Daycare Expenses" Involved in Participation in an Academic Conference, Workshop, Etc., Using Research Funds

Arrangements have been made for the spending of "special daycare expenses" involved in participation in an academic conference, workshop, etc., using research funds, primarily assuming situations where it is difficult to achieve both childcare and research activities (e.g., faculty members and researchers who are raising pre-schoolers or children in early elementary school and whose spouse is normally working full-time, or faculty members and researchers who handle childcare every day as a single-parent).

See p. 59 – 60 of the AY2019 Guidelines for the Disbursement of Research Funds (For Researchers).

Please contact the person responsible for individual research expense accounts at each Research Office if you have any questions regarding "special daycare expenses".

Please download the necessary form from the Division of Research's website.
URL: http://www.ritsumei.ac.jp/research/member/style_format/sf01.html/ (In Japanese)
## 7. Inquiries

### Kinugasa/Suzaku Campus

<table>
<thead>
<tr>
<th>College/Graduate School</th>
<th>Office</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Law</td>
<td>Common research office at College of Law (5F at Shugakukan Hall, Ext.: 3596, 3593)</td>
<td>Hata (Ms.) Yuki Nakamura (Ms.)</td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td>Common research office at College of Social Sciences (3F at Shugakukan Hall, Ext.: 3397 or 3396)</td>
<td>Hayashi (Ms.) Takagi (Ms.)</td>
</tr>
<tr>
<td>College of International Relations</td>
<td>Common research office at College of International Relations (5F at Koshikan Hall, Ext.: 2898 or 2891)</td>
<td>Motohida (Ms.) Egusa (Ms.)</td>
</tr>
<tr>
<td>College of Letters, College of Image Arts &amp; Sciences, Graduate School of Science for Human Services/Language Education</td>
<td>Research Office at Kinugasa Campus (1F at Shugakukan Hall, Ext.: 2392 or 2397 or 2406)</td>
<td>Asami Nakamura (Ms.) Yamaguchi (Ms.)</td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td>* Faculty members from a College/Graduate School at Kinugasa Campus can call the relevant office for inquiries.</td>
<td>Masaki (Mr.) Haga (Ms.)</td>
</tr>
<tr>
<td>College of Business Administration, College of Policy Science, Graduate School of Business Administration, Graduate School of Technology Management, College of Comprehensive Psychology, Graduate School of Human Science, College of Global Liberal Arts</td>
<td>Office of Research Planning and Development (5F at Nakagawa Hall, Ext.: 2412)</td>
<td>Mariko Nakamura (Ms.) Hashizume (Ms.)</td>
</tr>
<tr>
<td>College of Letters, College of Image Arts &amp; Sciences, Graduate School of Science for Human Services/Language Education, College of Social Sciences, College of Social Sciences, College of International Relations, College of Letters, College of Image Arts &amp; Sciences, Graduate School of Science for Human Services/Language Education, College of Social Sciences, College of International Relations, College of Letters, College of Image Arts &amp; Sciences, Graduate School of Science for Human Services/Language Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OIC

<table>
<thead>
<tr>
<th>College/Graduate School</th>
<th>Office</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business Administration</td>
<td>Research Office at OIC</td>
<td>Matsutani (Ms.)</td>
</tr>
<tr>
<td>College of Policy Science</td>
<td></td>
<td>KATADA (Ms.) SUZUKI (Mr.)</td>
</tr>
<tr>
<td>Graduate School of Business Administration</td>
<td>Research Office at Biwako-Kusatsu Campus (Co’Lab, 8F at Building AC, Ext.: 3503,3514,3512)</td>
<td></td>
</tr>
<tr>
<td>Graduate School of Technology Management</td>
<td>Email: <a href="mailto:oiccolab@st.ritsumei.ac.jp">oiccolab@st.ritsumei.ac.jp</a></td>
<td></td>
</tr>
<tr>
<td>College of Comprehensive Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate School of Human Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Global Liberal Arts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### BKC

<table>
<thead>
<tr>
<th>College/Graduate School</th>
<th>Office</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Economics</td>
<td>Research Office at Biwako-Kusatsu Campus (5F at Across Wing, Ext.: 2501)</td>
<td>Miyake (Ms.) YAMAMOTO (Mr.)</td>
</tr>
<tr>
<td>College of Science &amp; Engineering, College of Sport &amp; Health Science</td>
<td>Research Office at Biwako-Kusatsu Campus (Research Center for Disaster Mitigation System 3F, Ext.: 6509)</td>
<td>Fujimoto (Ms.)</td>
</tr>
<tr>
<td>College of Science &amp; Engineering, College of Pharmaceutical Sciences, College of Life Sciences</td>
<td>Research Office at Biwako-Kusatsu Campus (Research Center for Disaster Mitigation System 3F, Ext.: 6525)</td>
<td>TACHI BANA (Mr.) Ueda (Ms.)</td>
</tr>
<tr>
<td>College of Gastronomy Management</td>
<td>Research Office at Biwako-Kusatsu Campus (Research Center for Disaster Mitigation System 3F, Ext.: 6525/6526)</td>
<td>Ueda (Ms.) /Fujimoto (Ms.)</td>
</tr>
</tbody>
</table>

The form URL: [http://www.ritsumei.ac.jp/research/member/style_format/sf01.html/](http://www.ritsumei.ac.jp/research/member/style_format/sf01.html/)
Please select the 「個人研究費” “Individual Research Funds” category.