

AY2026 Academic Conference Support (Subsidies) - Application Guidelines -

1. Objectives and Attributes of the Academic Conference Support (Subsidies)

This program is designed to support the hosting of academic conferences with the aim of revitalizing and advancing educational and research activities, as well as enhancing the University's profile. For conferences held at the University, this program provides partial funding.

2. Details of Application

Subject of the support	Partial subsidies for conference expenses shall be provided to academic conferences meeting all of the following criteria: (1) The conference must be held at a facility owned by the University—such as the Suzaku Campus, Kinugasa Campus, Biwako-Kusatsu Campus, or Osaka Ibaraki Campus—or at a facility with which the University has entered into a usage agreement or similar arrangement. (2) Hosting the conference contributes to the revitalization and advancement of the University's research and educational activities and is particularly beneficial for teaching undergraduate and graduate students.
Amount to be covered by the support	The subsidy covers conference expenses <u>at a rate of ¥500 per participant</u> approved by the conference, <u>up to a maximum amount of ¥100,000 (tax inclusive)</u> . *The subsidy amount, calculated based on the actual number of attendees listed in the "Report for the Academic Conference Subsidy (and Settlement)" submitted after the conference, will be transferred. (If the same attendee participates on multiple days, they are counted as one person.)
Applicable support period	This support applies to academic conferences held between April 1, 2026, and March 31, 2027. *Due to the budgetary constraints of the program, the grant will be closed when the corresponding budget for the academic year has been depleted. In that case, notification would be provided on the Faculty Portal.
Application deadline	Monday, March 1, 2027
Application requirements	All the following requirements must be met. (i) Applicants must be full-time faculty members of the University (including those appointed/employed for a fixed term).*1 (ii) Faculty or staff of the University must participate in the conference as the organizing secretariat.*2 <For domestic conferences> (iii) The academic society in question must be registered with the Science Council of Japan or recognized by the Dean or Associate Dean of the Division of Research as equivalent.*3 (iv) The event must be the relevant society's national conference or general meeting, or a regional meeting (study groups, workshops, etc., are not eligible for support). <For international conferences> (v) The academic society must be one that the Dean or Associate Dean of the Division of Research deems eligible for funding.*3

*1 The full-time faculty members shall be Ritsumeikan University Professor, Associate Professor, Sennin Lecturer, Ninkisei Kyoin (Professor/Associate Professor/Lecturer/Assistant Professor), Tokubetsu Ninyo Teaching Staff, Tokumei Teaching Staff, Tokunin Assistant Professor, Tokubetsu Keiyaku Kyoin (Professor, Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor), Eminent Research Professor (Professor/Associate

Professor), Research Professor (Professor/Associate Professor/Assistant Professor), and Research Staff (Senior Researcher/Researcher).

- *2 Applications are accepted only if “the University serves as the organizing institution” or “the applicant or a faculty or staff member of the University handles the duties of the secretariat for the relevant academic society.” In all other cases, please specify the applicant’s role within the relevant academic society on the smartDB application screen.
- *3 The decision will be made by the Dean or Associate Dean of the Division of Research during the screening process.

3. Subsidy Decision

Applications will be screened in the order they are received, and decisions regarding subsidy provision will be made accordingly. Applicants will be notified of the screening results.

4. Points to Note

- Support for the same academic conference is limited to once during the applicable support period.
- Conferences held online are not eligible for subsidies. If a conference is held both in person and online, only in-person participants are eligible for subsidy provision.
- Applicants must be willing to assist with research outreach activities at conference venues or similar locations upon request from the Division of Research. The Division of Research shall propose the details of such activities—including whether a request is made and the specific content of the outreach—based on the nature and scale of the conference, and shall coordinate these details with the applicant.
- Based on the network of researchers established through this program, please register overseas academics who are eligible to respond to the Global Academic Survey(*) for the university rankings published by the UK-based university ranking agency Quacquarelli Symonds (QS) via the following URL:
<https://secure.ritsumei.ac.jp/staff-all/research/member/rank/> (in Japanese/English)

*The QS Global Academic Survey is an online questionnaire in which university faculty and researchers are asked to name universities (up to 10 domestic and 30 international institutions) that they consider to be conducting excellent research in their respective fields; the results of these responses are reflected in the rankings.

5. Application Procedures

Submit your application via the smartDB using the URL below before the conference begins.

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=14275> (in Japanese/English)

Attach the following documents to your smartDB application.

- (i) Conference programs, brochures, etc.
- (ii) If the academic society is not registered with the Science Council of Japan, documentation explaining that it is an equivalent academic society (a written explanation on the smartDB application screen is also acceptable)

6. Payment of Subsidies

Immediately after the conference concludes, submit the Report for the Academic Conference Subsidy (and Settlement) via the smartDB above, attaching the list of conference participants. Once the application is approved, the University will transfer the subsidy to the account managed by the relevant academic society.

If the academic society does not have a designated account and the funds are transferred to the applicant’s personal account, the applicant must submit a receipt issued by the academic society (or an equivalent document for international conferences) at a later date.

7. Contacts

Campus	Office/Persons in Charge
Suzaku	Research Office at Kinugasa Campus: Nishimura (Mr.), Muramatsu (Ms.) 2nd floor of Shugakukan Hall TEL: 075-465-8237/Extension: 511-2738
Kinugasa	E-mail: k-seido@st.ritsumei.ac.jp
Biwako-Kusatsu	Research Office at Biwako-Kusatsu Campus: <<Natural Sciences>> Yamamoto (Mr.), Goto (Ms.) 3rd floor of Research Center for Disaster Mitigation System TEL: 077-561-3488/Extension: 515-6522, 515-6521 E-mail: b-kodoka@st.ritsumei.ac.jp <<Social Sciences>> Yamamoto (Mr.), Miyake (Ms.) 5th floor of Across Wing TEL: 077-561-3945/Extension: 515-6522, 515-2501 E-mail: b-kodoka@st.ritsumei.ac.jp
Osaka Ibaraki	Research Office at Osaka Ibaraki Campus: Matsumoto (Mr.), Nagata (Ms.) 8th floor of Building A TEL: 072-665-2570/Extension: 513-2991, 513-3501 E-mail: oiicro-k@st.ritsumei.ac.jp