

# AY2016 Individual Research Allowance

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Deans of the Research Division

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## 1 . Individual Research Allowance

The Individual Research Allowance (Travel Allowance and Material Allowance) is provided to Ritsumeikan faculty to improve maintenance of research standards and contribute to the advancement of research by supporting individuals' daily research.

- (1) Eligible applicants
  - 1) Tenured faculty
  - 2) Fixed-Term faculty\*
  - 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

Individual Research Material Allowance: 240,000 yen

Travel Allowance: 150,000 yen.

### (3) Notes

1) Recipients of the Individual Research Allowance (both Travel Allowance and Material Allowance) are required to submit "Research Progress Report and Research Plan for Individual Research Allowance" form to the Research Office and the office will send to the Dean of the college or their Director at the end of the previous academic year for the final approval, as in Ritsumeikan University regulations.

If the report form has not been submitted, the Individual Research Allowance of AY2016 (Travel Allowance and Material Allowance) will not be provided. Furthermore, the balance of Material allowance in AY2015 MUST BE returned to university.

2) According to a tax investigation conducted in 2013, some expenses WILL NOT BE proved as "appropriate expenses" (= taxable to income tax). Please be aware that those expenses may not be implemented by AY 2015 individual Research Allowance.

Details will be notified in "Guidebook of Individual Research Allowance".

## **2. Transferring Research Travel Allowance to Individual Research Material Allowance**

50,000 yen of the Research Travel Allowance (150,000 yen) can be transferred to the Individual Research Material Allowance. When transferred, 290,000 yen will be provided for the Individual Research Material Allowance in the beginning of the year. Please be advised that the Research Travel Allowance will be 100,000 yen. The amount of AY 2016 is as follows.

### **【For those who transfer allowance on AY 2016】**

The Individual Research Material Allowance is 290,000 yen. (The Research Travel Allowance is frozen at 100,000 yen.)

Receipts totaling the amount of 290,000 yen are required for the Individual Research Material Allowance. If the total does not equal 290,000 yen, the remaining amount is calculated into the balance for the Individual Research Material Allowance of the next Academic year (a reduction in allowance).

[Calculation] 290,000 yen – the used amount of AY2015

### **【For those who DO NOT transfer allowance on AY2016】**

The Individual Research Material Allowance is 240,000 yen. (The Research Travel Allowance is 150,000 yen.)

Receipts for the amount of 240,000 yen are required for the Individual Research Material Allowance. If the total does not equal 240,000 yen, the remaining amount, is calculated into the balance for the Individual Research Material Allowance of the next academic year (a reduction in allowance).

The transfer in the following academic year (AY 2016) will be conducted as follows.

[Calculation] 240,000 yen – the used amount of AY2015

However, the use and disbursal of the Individual Research Allowance shall be carried out according to previous standard procedures, there are some partial changes for range of usage.

Regardless of transferred or not, any travel costs incurred after the Research Travel Allowance has been provided, the additional travel costs can be covered with the Individual Research Material Allowance. Please submit the designated business travel form to College/Graduate School administrative office. The same conditions apply when Individual Research Material Allowance alone is provided.

### 3. Creating a form

You can make “Research Progress Report and Research Plan for Individual Research Allowance” form by using Researcher’s Database (Researcher’s DB).

#### ■ How to create form by using Researcher’s DB (JPN HP only)

##### STEP 1

Login the screen, enter your RAINBOW ID and password.

**Researcher’s DB login page URL :** <https://researchdb.ritsumei.ac.jp/scripts/update/index.htm>

##### STEP 2

After logging in, click on the “個人研究費” (Individual Researcher Allowance) link in a menu of left frame of edit display.

##### STEP 3

You can create the form either A or B method below.

###### A. Create a form by Researcher’s DB

Create Research Progress Report and Research Plan in “個人研究費” (Individual Researcher Allowance) edit page and export the form into word format after creating it.

Note: Just only registering and saving the form in Researcher’s DB will not be counted as a submission.

###### B. Export Word format and type it directly.

##### STEP 4

You will find a Travel allowance allocation to Research Material allowance in the exported word format. Please mark a circle in parenthesis, if you are wish to transfer.

\* Applications to transfer Travel allowance to Research Material allowance after April 1st is not applicable. Please submit the form before deadline.

\* The application column is not displayed in a screen of Researcher’s DB.

##### STEP 5

Submit the word format created in Step 3 by attaching e-mail or submitting to the office above before the deadline.

#### 4. Submission

(1) Submission deadline: **March 7 (Mon), 2016**

1) The deadline should be strictly observed.

2) The office will submit the form to the Dean of the college or their Director based on Ritsumeikan University regulations.

(2) Submission location

| Campus   | Department   | Building  | Staff  | Ext.                 | E-mail Address                     |
|----------|--|---|--|----------------------|------------------------------------|
| Suzaku   | -School of Law<br>-Graduate School of Public Policy  | Nakagawa Hall 5F:<br>Office of Research<br>Planning and<br>Development          | SUGIYAMA<br>(Ms.)                                    | 2412                 | kickoken@st.ritsumei.ac.jp         |
| Kinugasa | College of Law   | Shugakukan Hall 5F:<br>College of Law<br>Research Room                          | YOSHIMI(Ms.)<br>GOTOU(Ms.)                           | 3593<br>3596         |                                    |
|          | College of Social Sciences   | Shugakukan Hall 5F:<br>College of Social<br>Sciences Research<br>Room           | KITAMURA(Ms.)<br>EBI(Ms.)                            | 3397<br>3396         |                                    |
|          | College of International Relations   | Koshinkan Hall 5F:<br>College of<br>International<br>Relations Research<br>Room | KAJIYAMA(Ms.)<br>AYASHIRO(Ms.)                       | 2898<br>2891         |                                    |
|          | -College of Letters<br>-College of Image Arts & Sciences<br>-Graduate School of Science for Human Services<br>-Graduate School of Core Ethics and Frontier Sciences<br>-Graduate School of Language Education & Information Science<br>-Medical Service Center, other institutions | Shugakukan Hall 1F:<br>Kinugasa<br>Research Office                              | TAKAHASHI(Ms.)<br>YAMAGUCHI(Ms.)<br>MASAKI(Mr.)      | 2392<br>2397<br>2406 |                                    |
| BKC      | -College of Economics  | Across Wing 5F:<br>BKC Research Office  | MIYAKE(Ms.)  | 2501                 | mike-<br>a@st.ritsumei.ac.<br>jp   |
|          | -College of Science & Engineering<br>-College of Sport & Health Science  | Rohm Plaza 1F:<br>BKC Research Office   | FUJIMOTO (Ms.)                                       | 6509                 | coor-<br>023@st.ritsumei.<br>ac.jp |
|          | -College of Information Science & Engineering<br>-College of Pharmaceutical Sciences<br>-College of Life Sciences  |   | YABUUCHI<br>(Ms.)                                    | 6525                 | hiro-<br>a@st.ritsumei.ac.<br>jp   |
| OIC      | -College of Policy Science<br>-Graduate School of Management<br>-College of Business Administration<br>-Graduate School of Technology Management   | Build. B 8F:Co-Lab.   | AYASHIRO(Ms.)<br>HAYASHIBARA<br>(Ms.)<br>TOYUKI(Ms.) | 6103<br>6104<br>6105 | oiccolab@st.ritsumei.ac.jp         |

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