MM/DD/YYYY

To the President of Ritsumeikan University

Application to Use Research Environment Enhancement Funds

Affiliation / position:

Name:

I hereby apply for the appropriation and use of research environment enhancement funds for the following:

Details

|  |  |
| --- | --- |
| Contents |  |
| Total Amount |  |
| Recipient |  |
| Reasons for the Disbursement  Please circle the number that applies.  Provide the reasons for Item 3. | 1. Necessary expenses to be used collectively for all research projects and for the promotion of applicable research activities (such as personnel expenses for researchers/research assistants, purchase of equipment, consumable supplies, instrument rental, communication fees, honorarium/remuneration, domestic travel expenses, meeting expenses and printing expenses)  2. Expenses related to the publication and dissemination of research results  3. Other ( ) |
| Remarks  (Additional explanations, etc.) |  |

\* For the purchase of goods worth less than 100,000 yen, please submit a delivery statement and an invoice along with this application form.

\* For the purchase of goods worth 100,000 yen or more, order/contract procedures are required.

Provide an "Order/Contract Request Form" and catalog/specifications with this application form.

Also provide an estimate if one has been obtained.

Research Division Form 6-1, April 2023 Version