

## **Application Guidelines for 2022 KOKUSAITEKI Research Grant (International Research Grant)**

The guidelines for 2022 KOKUSAITEKI Research Grant (International Research Grant) are as follows.

The situation of COVID-19 infection and restrictions are different depending on the destinations/countries and research institutes accepting students, even though the feasibility to go overseas is extremely unpredictable due to the influence of COVID-19. We suppose that those who wish to apply for this grant judge it necessary to travel to their research destinations within AY2022 from the view point of their career development, so we collect applicants to prepare for them to start their research activities immediately according to the situation.

However, whether being able to travel to other countries or not is extremely unpredictable now. Therefore, the Research Grant will be disbursed AFTER the recipient's travelling is determined. In addition, in case the travelling cannot be implemented within AY2022 after selecting as a recipient, the selection of this year will be cancelled. Applicable students will apply for this grant as a first time next academic year.

### **1. Objective**

The objective of this grant is to provide support for excellent students enrolled in one of the graduate schools of Ritsumeikan University to conduct research activities overseas.

### **2. Eligibility**

Must be an officially enrolled graduate student in either a Doctoral Program, Year 3 or above of an Integrated Doctoral Program, or 4-Year Doctoral Program. In addition, applicants must undertake research for 15 days or more (including traveling days) at an overseas university or research institution during the eligibility period of travel below.

(Applicants must be “enrolled” or “studying abroad”)

\*Students, who are on a leave of absence during Spring Semester but have plans to return to school in Fall Semester, can apply for this research grant. However, the grant can be used only when a recipient with the student status of “enrolled” conduct research activities within the relevant academic year. Therefore, if a recipient is on a leave of absence during a part or the whole of the period of travel, the research activity cannot be supported by this research grant. Please be sure to conduct research activities while you hold the student status of “enrolled”.

**【Those who are corresponding the below are excluded】**

- ① Selected as recipients of this grant three times or more while being enrolled.
- ② Having a status of JSPS Research Fellowships for Young Scientists in Academic Year 2022.
- ③ Be receiving scholarship and/or grants that prohibit the receipt of additional financial aid.

\*Students can only receive one scholarship/grant among the following four research grants (A) to (D) within the same academic year. Those who are receiving one of the following research grants, (B), (C) or (D) in Academic Year 2022, are NOT eligible to receive this grant.

(A) KOKUSAITEKI Research Grant (International Research Grant)

(B) KOKUNAI Research Grant (Domestic Research Grant)

(C) INTERNSHIP Scholarship

(D) KOKUGAI KYODO-KENKYU Scholarship (Scholarship for Overseas Joint Research)

\*If you are receiving scholarships and/or grants from an organization other than Ritsumeikan University, please contact the respective scholarship office for confirmation.

### **3. Research activities**

- ① Must undertake research at an overseas university or overseas research institutions etc., OR conduct research

activity such as field work, for 15 days or more (including travelling days) during the eligibility period of travel below. Total number of research days must be counted from the departing day from Japan to the arriving day in Japan. However, all applicants must count the days ONLY when they will conduct their research activities. Days when no research activity is conducted and/or the self-isolation period must be excluded from the total number of research days.

**【Eligibility period of travel】**

Eligibility period of travel for Spring Semester Applications	April 1, 2022～March 31, 2023
Eligibility period of travel for Fall Semester Applications	September 26, 2022～March 31, 2023

\*The leave of absence period cannot be included in the period of travel.

\*Research activities, which are conducted before the announcement of recipients but during the eligibility period of travel, will be included in this research period.

- ② Regarding the international conference (including the conference participation and the presentation), you CANNOT receive the GAKKAI scholarship (the Academic Conference Scholarship) and this grant together. If you are participating in an international conference only, apply for the GAKKAI scholarship (the Academic Conference Scholarship).

**【Research Activities to be excluded】**

- Days for self-development such as language acquisition, paid research activities (e.g. paid internships, part-time jobs etc.)
- Overseas research activities conducted by purchasing a round-trip airplane ticket only with the research expenses other than the KOKUSAITEKI Research Grant (the International Research Grant).

**4. Amount to be covered/Method of Disbursement**

“①Research Grant” and “②Overseas Travel Expenses” will be disbursed.

Research Grant shall be determined according to the destination country, the total number of research days and number of travelling. Therefore, in case the actual total number of research days reported at the end of AY2022 will be less than the originally applied total number of research days, the difference must be reimbursed. However, no additional research grant will be disbursed even the total number of research days will be more than the original plan.

**① Research Grant**

Expenses covered include accommodation at the destination, travel expense at destination countries, visa application fee, participation/registration fees for international conferences, thesis translation/editing/proofreading, literature and book purchases, purchasing of supplies such as stationary, and any expenses necessary for research activities in the applicable year as noted on the application form. The amount will change depending on the travelling country and the total number of research days.

**\*Expenses of food and drink cannot be disbursed.**

Total number of research days (yearly total) *1	Destination (*2)		
	Region 1 (甲)	Region 2 (乙)	Region 3 (丙)
A: 15 to 29 days	200,000 yen	150,000 yen	100,000 yen
B: 30 days or more	300,000 yen	250,000 yen	200,000 yen

\*1 Total number of research days include the day of departing from Japan and the day of arriving in Japan. All applicants must count the days ONLY when they will conduct their research activities. Days when no research activity is conducted must be excluded from the total number of research days.

\*2 Classification of destination is in accordance with Appendix 4 of the "Rules for the Provision of Travel Expenses for The Ritsumeikan Trust". There is no classification for "designated city (指定都市)." Therefore, the regions are classified into the following areas.

Region1 (甲) : Northwestern Europe, North America, Middle East

Region2 (乙) : Eastern Europe, Russia, Oceania, Southeast Asia, South Korea

Region3 (丙) : India, Pakistan, China, Central and South America, Africa

\*3 If applicants will travel to more than one destination (country or region), the disbursement of grant shall be made based on the regional where the most days will be spent.

## ② Overseas Travel Expenses

Travel expenses required for overseas research activity stated on the application form.

(International airfare/Domestic transportation expenses)

If the recipient is already staying at the destination when preparing the application for this grant, the Overseas Travel Expenses will not be covered(disbursed).

\*In case you are instructed by the government etc. 1) NOT to use the public transportation after arriving in Japan and need to arrange a hire etc. from the airport to your home by yourself, and/or 2) to self-isolate at hotels near the airport etc., please be sure to consult with the Office of Graduate Studies in advance.

The actual one-way travel cost to and from the overseas destination, and the one-way cost necessary for travel between multiple countries and regions shall be disbursed at a maximum of 4 times (two round trips) throughout the year. Those who are planning multiple trips abroad must submit the Travel Expense Application Form in chronological order (from the oldest to the newest). We count the number of one-way trip in order based on your applications submitted, and the travel expenses for one-way trip within the annual limit will be disbursed.

(For example, the below case can't be accepted.

1st travel: own expense / 2<sup>nd</sup> travel: apply for this grant / 3<sup>rd</sup> travel: own expense / 4<sup>th</sup> travel: apply for this grant)  
Domestic transportation expenses and international airfare will not be disbursed for those who make travels more than 5 times a year (more than 3 round trips), but the days of conducting research will be included in the total number of research days

\*1. Transportation expenses in a same country or region cannot be disbursed.

\*2. As for the disbursement of the travel expenses required for your trips abroad, only the trips written in "(2) Details of Overseas Research Trips" on your application will be covered.

### 【Method of Disbursement】

① Research Grant: The total amount shall be transferred into the selected applicant's bank account AFTER they determine their travelling

(Spring Semester/ Fall Semester: depending on the research plan of each recipient)

② Overseas Travel Expenses: Disbursements shall be made per trip based on the travel expense application.  
(Maximum of 4 one-way trips)

## 5. Application Period

Please note that application can be accepted ONLY during the specified application period.

Spring Semester: From Monday, May 16, 2022 to Friday, May 20, 2022 (by 17:00 JST)

Fall Semester: From Monday, October 24, 2022 to Friday, October 28, 2022 (by 17:00 JST)

## 6. Number of Recipients

Spring Semester: up to 25 / Fall Semester: 25

\*The number of recipients shall change according to the budget amount and the total grant of recipients.

\*If the total number of recipients accepted for the Spring Semester Application does not reach 25, the remaining numbers of recipients will be accepted additionally in the Fall Semester Application.

## 7. Application Procedure

Read “8. Points to note when applying” carefully and prepare all the [Submission Documents] 1-6 specified below as PDF data. Applicants need to combine all PDF data and send it as ONE PDF file. Then log in manaba+R and submit one PDF file from “Graduate Student Career Path Support Center (大学院キャリアパス推進室)”.

**\* In case any deficiency is found out after submission, points will be deducted at the document screening.**

**According to the deficiency, application will be excluded from the target and not be accepted.**

**\* If you wish to send the documents by post due to unavoidable reasons, please contact the Office of Graduate Studies (KIC) by e-mail in advance. Please make sure that the documents do not lack any information or signature, and send them by simplified registered mail. The documents must arrive by the deadline. Please send the document by post to the address below (by using a registered mail to keep the record of delivery).**

### [Mailing Address]

Office of Graduate Studies (Kinugasa)

SHITOKUKAN 4F, 56-1, Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

\*Please write “KOKUSAITEKI Research Grant Application Form Enclosed” in red ink on the envelope before posting.

【Submission Documents】	
<b>*Points will be deducted in case necessary documents are not prepared.</b>	
1	AY2022 KOKUSAITEKI Research Grant Application Documents Check List *Check all documents prepared
2	Application Form for doctoral scholarships/research grants
3	Research Achievements Report
4	AY2022 KOKUSAITEKI Research Grant (Research Grant for Promoting International Research Activities in the Doctoral Degree Program) Application Form
5	Copies of evidence confirming correspondence with research collaborators at institutions in destination country/region and documents showing names and addresses of the destination
6	Check Sheet for "Ethical Review of Research Involving Human Subjects at Ritsumeikan University"

\*The above 2.3 output method:

Log in the website below using your Rainbow ID. And then click “Proceed to Edit” and enter the information in Research Scholarship.

[Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers (Ri-SEARCH)]

<https://gyoseki-web.ritsumei.ac.jp/ritgsap/P300>

\*The above 4 output method:

Download the Application Form from the website below and enter the required information.

[Application] [http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/doctor/article.html?id=3](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html?id=3)

\*The above 5:

Submit following documents depending on the details of your research activities.

Type of research activity	Attachment
A) Work with advisers/collaborators at the destination	Documents <u>confirming correspondence</u> with research collaborators at the destination (e.g. letters of recommendation, approval certificate, emails) *E-mails such as requesting for research collaborations to the research collaborators from your side only are not acceptable.
B) Collecting/browsing research materials	Documents showing names and addresses of the destination (e.g. brochure, print-out of the website), letter of introduction
C) Field work, Attending events	Document showing details of the field work, events. (e.g. leaflet)

**Note:**

- The font size must be 10.5 point.
- Do not change the format of the application forms.  
Use only designated space for each item to enter required information. Note that if the format has been changed, the application will be excluded from the screening.
- Regarding the documents in languages other than Japanese or English, translations in Japanese or English must be attached with the originals.
- In case of attaching many documents, each correspondence document provided must clearly state a number indicating which trip it is for. (e.g. #1 France, August, Visit National library, #2 Germany, August, Conduct interviews etc.)
- You must submit applicable documents for each one of a) – c) described above.

**8. Points to note when applying**

- 1) Get the signature or personal seal, and comments from the applicant's doctoral advisor for application.  
Comments from the doctoral advisor must be written according to the necessity of overseas research activities based on the research plan. Make your application form understandable to the judges who may not necessarily be experts or not have previous knowledge of your field.

- 2) Application for ethics review

Be sure to take appropriate measures if your research includes studies or investigations that require agreement or cooperation of another party, consideration for the treatment of personal information, or approaches for bioethics and safety. In case your studies or investigations require legal procedures to comply with laws and regulations, you would have to prepare necessary countermeasures or approaches in advance. (Example cases: Studies, investigations or experiments that require approval procedures at the ethics committee or the information committee inside and outside the research organization, such as conducting surveys/ interviews which involve the collection of personal information, use of materials/samples being provided by another party, human genome analysis, genetic recombination research, and experiments on animals.)

In case, the review of the below ethics committees is necessary, you must apply to the ethics committee before you leaving. Since it takes approximately two months to get the result of review from your application, applications must be prepared in a planned manner.

(Application for ethics review for research involving human subjects)

URL: <http://www.ritsumei.ac.jp/research/approach/ethics/mankind/> \*Japanese only

(Application for ethics review for medical and health research involving human subjects)

URL: <http://www.ritsumei.ac.jp/research/approach/ethics/iryo/> \*Japanese only

(Application for ethics review for research involving animals)

### 3) Research Plan / Activities

This grant encourages the research activities conducted overseas, it does NOT support the tasks other than research activities or the traveling fee back to the applicants' home countries at all. In case international students will go back to their home countries for research, they must count the days when they will conduct their research and write the necessity of conducting research in their home countries and research plan in detail. Days when no research activity is conducted must be excluded from the total number of research days.

4) Even if you have been selected as a recipient, in case your academic status changed or is going to change, from the time of your application, you must notify of the change to the Office of Graduate Studies as soon as possible throughout the same academic year. Otherwise, your qualification as a recipient will be withdrawn and reimbursement of Research Grant will be necessary.

5) All of those who will travel overseas need to register “Tabiregi” on the website of the Ministry of Foreign Affairs to receive the latest safety information. In addition, all of those who will travel overseas are obliged to buy overseas travel insurance.

### 6) Standard to judge the acceptance of application for travelling overseas

There may be a case of excluding the application for travelling overseas according to the crisis information/crisis level provided by the Ministry of Foreign Affairs on its web site. Those who will travel to the country which is registered as danger level 2 need to fill in 5. Additional Document related to the safety on 2022 KOKUSAITEKI Research Grant (International Research Grant) Application Form from the view point of the following.

\*To ensure the safety is set as a condition for application.

How to ensure the safety at the destination when conducting the investigation and research on site / How to take measures for preventing the infection / The transportation at the destination / The attendee to conduct the research at the destination / The safety of research activities and the accommodation / etc. In addition, write the accommodation information and contact information at the destination in case of emergency.

The Ministry of Foreign Affairs Website of overseas safety : <https://www.anzen.mofa.go.jp/index.html>

Website of overseas safety information “Tabiregi”: <https://www.ezairyu.mofa.go.jp/tabireg/index.html>

## 9. Screening and screening criteria of applications

Application documents will be reviewed by the screening committee of KOKUSAITEKI Research Grant, and the results will be decided. The screening criteria are described as below. In case any deficiency will be found out after submission, points will be deducted at the document screening. According to the deficiency, application will be excluded from the target and not be accepted.

### 1) The relationship between Purpose of research/Research Plan/Doctoral dissertation and overseas research activities

Evaluation is based on the clarity of research purpose, concreteness of research plan and originality of research contents. The evaluation will be conducted on the fact that how and which part of the theoretical development in your doctoral dissertation, the international research activities conducted by this research grant will affect, and how it is worth conducting the research.

### 2) Preparation for the overseas research activities

Regarding the evaluation on the process of preparation for the overseas research, “Copies of evidence confirming correspondence with research collaborators at organizations in destination country/region and documents showing names and addresses of the destination” will be the primary source of evaluation in consideration of the relationship

between Doctoral dissertation and overseas research plan.

### 3) Research Achievements

Your research achievement will be evaluated based on what is written in the document, “Research Achievements.”  
The student’s “year level” will be taken into account when conducting the evaluation.

### 4) The status of ethics review (only for student concerned)

In case the contents of research need the ethics review, the evaluation is conducted by considering the status of ethics review. If applicants don’t take review ethics, the status of recipients will be withheld or rejected.

### 5) Research Report of the past recipient (Those who had received this grant before)

The research report in the past will be evaluated together if the applicant had been chosen as a recipient before.  
Document deficiency such as delay of submission, failure of submission of Research Report and other necessary documents will be the target of deduction.

## 10. Annual Schedule (subject to change)

May 16, 2022 ~ May 20, 2022	Spring Semester Application Period
Late May, 2022 ~ Mid-June, 2022	Application is reviewed by the review committee (Spring Semester)
Early July, 2022	Results are sent through manaba+R.
Mid-July, 2022	Those who are successfully selected to receive this research grant must submit the Pledge Statement * We do not pay the research grant unless you submit the Pledge Statement.
After the overseas travel is determined (Within 1 month after receiving the necessary documents for travel expense application)	Research grant is transferred into the selected applicant’s bank account
October 24, 2022 ~ October 28, 2022	Fall Semester Application Period
Late November, 2022	Application is reviewed by the review committee (Fall Semester)
Early December, 2022	Results are sent through manaba+R.
Mid-December, 2022	Those who are successfully selected to receive this research grant must submit the Pledge Statement * We do not pay the research grant unless you submit the Pledge Statement.
After the overseas travel is determined (Within 1 month after receiving the necessary documents for travel expense application)	Research grant is transferred into the selected applicant’s bank account
February 28, 2023	The recipient of the research grant must submit Travel Expense Application Form (Form 1). <u>*Travel Expense Application will not be accepted in March.</u>
March 17, 2023	The recipient of the research grant must submit - Research Report (Form 3) - Poster *The deadline is 17:00

## 11. Inquiry

E-mail: [g-schol3@st.ritsumei.ac.jp](mailto:g-schol3@st.ritsumei.ac.jp)

Phone: Office of Graduate Studies (Kinugasa) 075-465-8195