

# **Ritsumeikan University Graduate School KOKUNAI Research Fund Guidelines**

July 2020

- ★ These guidelines contain important information on the use of KOKUNAI Research Fund.
- ★ Please refer to and follow these guidelines properly on the use of KOKUNAI Research Fund.
- ★ If you do not understand any part of these guidelines or implementation of KOKUNAI Research Fund, please contact the Office of Graduate Studies as below.
- ★ All documents can be acceptable at any office below.

**<For inquiry>**

Office of Graduate Studies (Kinugasa)

TEL: 075-465-8195

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

**<Where to Submit Application Documents >** Please check each office hours on the website.

KIC: Office of Graduate Studies (Kinugasa Shitokukan 4F)

BKC: Manabi Station (PRISM HOUSE 1F)

OIC: Manabi Station (AC Office)

Website:

[http://www.ritsumei.ac.jp/ru\\_gr/g-career/eng/fellow/doctor/article.html/?id=40](http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html/?id=40)

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## 1. Implementation Period

Period covered: Spring Semester: April 1, 2020 - March 31, 2021  
Fall Semester: September 26, 2020 - March 31, 2021

Application period (Period of submitting Expenditure Implementation Report):  
 From recipient selection date to February 26 of the next year

The time zone for the dates above follows Japan Time.

Application for the use of Research Grant after February 27 must be completed by the end of February.

\*1 Research expenses covered by KOKUNAI Research Fund are limited to the expenses for the research activities conducted in the period above, and the payment of expenses must be completed during the same period. The period taking a leave of absence is not included in this covered period.

\*2 The submission deadline of Expenditure Implementation Report (Form 3) is **February 26, 2021**. In case the recipients plan to implement the research activity after the application period above, please be sure to consult with the Office of Graduate Studies in advance. Please note that if necessary documents are not submitted during the above application period, the Research Grant cannot be supported.

## 2. Research Grant

<Amount of Research Grant>

The actual cost based on the submitted Expenditure Implementation Report (Form 3) will be provided to the upper limit of the amount below.

**\*Research Grant will be paid AFTER implementation of your research activity.**

**Please pay the expense in advance until your application.**

Duration of conducting research activities	Grant amount
A. 5 days or more to 20 days	50,000 yen
B. 21 days or more	100,000 yen

<Expenses covered by Research Grant>

Transportation fee:

Expenses (transportation fee, accommodation fee) necessary for collecting materials, various surveys, meetings regarding researches, etc.

Other expenses to conduct the research activities:

printing costs, literature and book purchases, purchasing supplies such as stationary, expenses required for any research activity in the applicable year as noted on the application form.

\*Expenses of food and drink cannot be disbursed.

### 3. Annual Schedule

Spring Semester	Mid-July, 2020	Select Recipients
	End of July, 2020	Those who are successfully selected to receive this Research Grant must submit the Pledge Statement <u>* We do not pay the Research Grant unless you submit the Pledge Statement.</u>
Fall Semester	End of November, 2020	Select Recipients
	Early December, 2020	Those who are successfully selected to receive this Research Grant must submit the Pledge Statement <u>* We do not pay the Research Grant unless you submit the Pledge Statement.</u>
Within 1 month after conducting Research Activities (Final Deadline of submission: Friday, March 19, 2021 17:00 (JST) )		Submit Expenditure Implementation Report (Form 3).  All related receipts must be attached to the Expenditure Implementation Report. In case the total amount of the receipts is less than the amount of Research Grant set according to the total number of research days, only the actual amount of expenses incurred will be paid.  * Please note that the disbursement of Research Grant cannot be made if necessary documents aren't submitted by the deadline and/or any deficiencies are found on the submitted forms.
Within 1~2 months after submitting Expenditure Implementation Report		The Research Grant will be transferred.
<Final Deadline of submission> Friday, March 19, 2021 17:00 (JST)		Please convert Research Report (Form 4) and a Poster to a PDF data, and submit them via e-mail. E-mail address for submission: <a href="mailto:g-schol3@st.ritsumei.ac.jp">g-schol3@st.ritsumei.ac.jp</a>  A poster should be a summary of the recipient's research achievements. Prepare for a poster based on the contents of Research Report (Form 4). The poster must be on one slide (A4 Portrait Size).  The title of the poster, your name, the name of your belonging graduate school and year level must be included.  *All posters will be posted on the website of Graduate Student Career Path Support Center.

## 4. Notes on Documents to be Submitted

### **[Details of Submission Documents]**

- \*Prepare for all documents basically by computer (not writing directly on forms), except for the applicant's signature/seal, comments of the professor and his/her signature/seal.
- \*When writing directly on the forms, do not use erasable ink pens that make the color colorless with a temperature change such as FRIXION.
- \*All documents to be submitted must be in A4 size. Any document not in A4 size such as receipts must be pasted on a blank A4-sheet of paper (only on one side) and the signature/seal of the applicants is required.
- \*Boarding pass stub must be submitted when using the airplanes.

### **[Details of Receipts]**

- ① There is no designated format for receipts, however you must show all information of the items listed below. The applicant's signature/seal is required on the back of the receipt when submitting them.
  1. Receipt issue date
  2. Addressee (= "The Ritsumeikan Trust" or "Ritsumeikan University") \*Receipts with the applicant's name as addressee are also acceptable.
  3. Name of receipt issuer
  4. Receipt issuer's seal → An online statement with a printed seal is also acceptable only when receiving a web-based statement
  5. Details of receipts
  6. Wording that clearly indicates receiving money
  7. Price (tax included)
- ② Invoices are basically not accepted because they are not receipts. Must submit the evidences that includes the clear wording of receiving money. However, if companies/agencies issue an invoice only, must contact the Office of Graduate Studies before conducting the research activities

### **[Payment by credit card]**

Ritsumeikan University's basic payment policy is paying by cash.

However, if you pay by your credit card avoidably due to unavoidable circumstances,

- The credit card must be in the name of the applicant himself/herself.
- Credit card payment must be made by a lump sum payment.
- Credit card statement must be obtained within the same academic year (by February 26, 2021).

(If it is impossible to meet above conditions, please contact the Office of Graduate Studies in advance)

- In case a credit card statement issued by the credit company doesn't show the transaction details (receipt details), it is necessary to prepare supplementary materials showing the paid price/payee etc, and submit it with the credit card statement.
- The personal information (address, bank account information etc.) can be blacked out.

## 5. Research Results Report

### (1) Research Report (Form 4)

According to Clause 12, Section 2 of the 1085<sup>th</sup> Regulations for KOKUNAI Research Fund for Doctoral Program of Ritsumeikan University Graduate Schools, all recipients are obliged to submit this Research Report. The contents related to the research achievements will be open to the public in principle.

On this Report, describe a summary of new expertise gained through the research activities conducted with the support of KOKUNSAI Research Fund and the research achievements publicized during this period. **Research Report must be submitted SOON after the research activities you have applied end. The Final deadline of submitting this report and a poster is by 17:00(JST) on Friday, March 19, 2021.**

**Please submit the PDF data (with your academic advisor's comment&seal/sign) via e-mail. A Poster of your research result must be submitted together with your Research Report.**

In the case of degree completion in the spring semester, leave of absence or withdrawal and so on, the PDF data of Research Report must be submitted one month ahead of the day of the degree completion, leave of absence or withdrawal. **Please note that a failure to submit the required report and a poster shall result in the reimbursement of KOKUNAI Research Fund in full.**

### (2) Anthology of Reports

The Research Report and the Poster submitted by all recipients shall be collected and will be posted on our website.

### (3) Presentation of the research results

We may ask you to introduce your research results at the events held by the Office of Graduate Studies. The aims of this presentation are to announce the knowledge gained by this KOKUNAI Research Fund, and to build the network of researchers through the referenced researches. We will contact separately in case we ask to give a presentation. The ways of reporting are presentation with the PPT slides, the poster session, etc.

## 6.FAQ

### 1) Changes of plan

- Q. Research period and/or travel destination I filled in when I applied for KOKUNAI Research Fund have been changed. What should I do?
- A. The recipients of this fund are to be selected upon screening of their applications. Therefore, implementing what is written in their applications is required as a general rule. In case you need to change your research plan, please consult with the Office of Graduate Studies immediately. By considering the detail, situation and the necessity of changes made, we will discuss whether the changes can be acceptable or not, and then we will inform you.

In case you need to change your research plan while you're conducting the research activities in a hurry, please contact the Office of Graduate Studies immediately. The scope of payment needs to be discussed by the Office of Graduate Studies.

### 2) Others

- Q. How can I receive a certificate to prove that I am a recipient of grants or research funds?
- A. We issue a designated certificate at the Office of Graduate Studies. Please let us know if you need one.