

## Application Guidelines for 2022 KOKUNAI Research Grant (Domestic Research Grant)

The guidelines for 2022 KOKUNAI Research Grant (Domestic Research Grant) are as follows.

### 1. Objective

The objective of this Research Grant is to provide support for excellent students enrolled in one of the graduate schools of Ritsumeikan University to conduct research activities at domestic universities other than Ritsumeikan University or domestic research institutions etc.

### 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 consecutive 5 days or more (excluding the days you spent for traveling and holidays) during the eligibility period of travel below (refer to Clause 3.) at universities (other than Ritsumeikan University) or research institutions.

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

【Those who are corresponding the below are excluded】

- ① Selected as recipients of this grant three times or more while being enrolled (four times or more for students enrolled in Graduate School of Pharmacy).
- ② Having a status of JSPS Research Fellowships for Young Scientists in Academic Year 2022.
- ③ Be receiving scholarships and/or grants that prohibit the receipt of additional financial aid.  
\*Students can only receive one scholarship/grant among the following four research expenses (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) KOKUNAI Research Grant (Domestic Research Grant)

(B) KOKUSAITEKI Research Grant (International 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

Must undertake research for 5 consecutive days or more (excluding the days you spent for traveling and holidays) during the eligibility period of travel below at universities (other than Ritsumeikan University) or research institutions.

【Eligibility period of travel】

Eligibility period of traveling for Spring Semester Applications	April 1, 2022～March 31, 2023
Eligibility period of traveling 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 is conducted before the announcement of recipients but during the eligibility period of grant, will be included in this research grant.

### 【Research Activities to be excluded】

- Days for self-development such as language acquisition, paid research activities (e.g. paid internships, part-time jobs etc.)
- Regarding the 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 a conference only, apply for the GAKKAI scholarship (the Academic Conference Scholarship).

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

#### Applicable Expenses

- Travel expenses: transportation and accommodation fee for gathering data, investigation, and consult on research.
- Other expenses for conducting the research concerned: printing, literature and book purchases, purchasing of supplies such as stationary, and any research activity in the applicable year as noted on the application form.

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

#### Grant Amount

The amount will change depending on the total number of travel days.

The actual cost will be paid up to below based on the Budget Execution Report (Form 3) to be submitted.

Total number of travel days	Grant Amount
A: 5 to 20 days	50,000 yen
B: 21 days or more	100,000 yen

#### Method of Disbursement

Research Grant: After submitting the Budget Execution Report (Form 3), the grant shall be transferred into the selected applicant's bank account within approximately one month.

\*Selected applicants shall submit the Budget Execution Report (Form 3) within one month after your research activities have been completed (If completed in March, submit Form 3 within 1 week after completion).

\*Budget Execution Report (Form 3) must be submitted with original receipts by writing the applicant's name or putting the seal. The research grant cannot be disbursed unless you submit the Budget Execution Report (Form 3) by the deadline.

### 5. 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 20 / Fall Semester: 10

\*If the total number of recipients accepted for the Spring Semester Application does not reach 20, the remaining numbers of recipients will be accepted additionally in the Fall Semester.

### 7. Application Procedure

Read “8. Points to note when applying” carefully and prepare all the “Submission Documents” 1-7 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 Campus

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

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

【Submission Documents】	
1	AY2022 KOKUNAI Research Grant Application Documents Check List *Check all documents prepared
2	Application Form for doctoral scholarships/research grants
3	Research Achievements Report
4	AY2022 KOKUNAI Research Grant (Domestic Research Grant) Application Form (Form1)
5	Copies of evidence confirming correspondence with research collaborators at institutions and documents showing names and addresses of the destination
6	Budget Execution Plan (Form 2) <u>The total amount shall be more than the grant amount awarded based on the length of stay.</u>
7	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 website below and enter the required information.

[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)

\*The above 5

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

Type of research activity	Attachment
A) Work with advisers/collaborators at the destination	Documents confirming correspondence 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 etc.	Documents showing names and addresses of the destination (e.g. brochure, print-out of the website), letter of introduction
C) Field work, Attending events etc.	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.

-In case of attaching many documents, each correspondence document provided must clearly state a number indicating which trip it is for. (e.g. #1 August, Museum of Tokyo, Data collection, #2 October, University of ○○, Visit National library 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.

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)

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

- 3) Regarding research activities more than 5 consecutive days

Those days you did not actually conduct any research activities such as the days you spent for traveling from one place to the next destination and holidays, cannot be included in the "more than 5 consecutive days" of your research activities. However, if you conduct research activities during holidays, those days can be included. In addition, more than 2 research activities will be conducted continuously, the number of research days can be counted totally except traveling days.

- 4) Regarding applications of students who are on a leave of absence

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".

- 5) 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 may be withdrawn and reimbursement of the stipend will be necessary.

## 9. Screening and screening criteria of applications

Application documents will be reviewed by the screening committee of KOKUNAI 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) Concreteness and feasibility of research plan
- 2) Originality of research
- 3) Readiness of research plan
- 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	Applications are 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.
October 24, 2022~October 28, 2022	Fall Semester Application Period
Late November, 2022	Applications are 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.
Within one month after the last activities were conducted	Submit the Budget Execution Report (Form 3)
About one month after submission of the Budget Execution Report (Form 3)	Research grants are transferred into selected applicant's bank account
March 17, 2023	The recipient of the research grant must submit a Research Report (Form 4) and a poster: submit by email (by 17:00 *JST)

#### 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