

Application Guidelines for AY2022 Program to Support the Submission of Academic Papers in English (For Graduate Students)

1. Purposes and features of Program to Support the Submission of Academic Papers in English (for Graduate Students)

This program is to encourage and prompt Ritsumeikan University graduate students to internationally disseminate their research results through research article publication in English. This program will provide financial assistance for English article manuscript proofreading expenses (up to 30,000 yen per article) and English article manuscript submission expenses (up to 50,000 yen per article) that are required when submitting a manuscript to journals written in English (academic journals) and international conferences etc. Applications for this program are accepted at any time during the Application Period.

*** There is an upper limit for the applications in this program: 130 cases for English article manuscript proofreading and 140 cases for English article manuscript submission. Once the number reaches the upper limit, we will stop accepting applications. When application is closed, we will notify on the website of Graduate Student Career Path Support Center.**

Refer to: http://www.ritsumeikai.ac.jp/ru_gr/q-career/eng/fellow/doctor/article.html?id=52

2. Application Flow

【Applicant】

- ① Use the proofreading service for your English article manuscript or/and submit the article.
- ② Fill in the application form and prepare all the necessary documents for application.
- ③ Get approval of your supervising professor for the application.
- ✓ Confirm with your supervising professor whether you can use other research funds along with this grant or not. In case of using other research funds along with this grant, confirm the necessary documents and submission method with the office in charge of the other research funds.
- ✓ Get your supervising professor's seal or signature on the application form for approval.
- ④ Prepare all documents and submit them to the relevant office (By submitting them at the office or sending them by post. Refer to Page.5 for details on submission method).

【Office of Graduate Studies】

- ⑤ Office of Graduate Studies will review all submitted documents (You may be asked some questions about submitted documents and additional documents may be requested).
- ⑥ The grant will be transferred into the designated student's or a faculty member's (a co-author of joint publication) bank account.

3. Application Eligibility

Applicants must meet all of the following requirements:

- ① Must be a graduate student who is enrolled in Ritsumeikan University (hereafter the University) Graduate School's regular course. Students who are taking a leave of absence cannot apply for this program. In addition, if the applicants have paid the proofreading expenses or/and manuscript submission expenses while they were taking a leave of absence, they cannot apply for this program after they return to the university. Both cases are not subject to this program.
- ② Have not applied for this program in the same academic year yet.

4. Grant Coverage

(1) English Article Manuscript Proofreading Expenses (up to 30,000 yen per article)

The expenses include: foreign language translation and proofreading services, selection of journal to which the manuscript will be submitted, peer review before submission, graphical adjustment for publication, and manuscript submission agent or similar services. The postal transfer fees and remittance fees cannot be included.

(2) English Article Manuscript Submission Expenses (up to 50,000 yen per article)

The expenses include: article publication expenses required to submit a manuscript to journals in English and for international academic conferences (e.g. article manuscript submission fees, article publication fees, online publication fees, open access fees, academic conference participation fees, separate printing/additional separate printing fees as well as postal transfer fees and remittance fees).

5. Grant Conditions

(1) **Grant Period : English article manuscript submitted during the period between April 1, 2022 and March 31, 2023.**

*As a basic rule, the dates when proofreading service was used or article manuscript was submitted will be determined according to the dates written on the receipts.

Please note that even if the date you apply for article submission is within the grant period specified above, if the payment is made in the following academic year, application will be subject to the next academic year's grant program.

(2) **Number of applications a student can make : Once per academic year**

Receiving grants for both proofreading expenses and submission expenses explained above is acceptable as long as the applications are made by the same applicant for the same academic paper(*). The maximum grant amount is 80,000 yen. Applications for the above two expenses spent on two different academic papers cannot be accepted, even if the type of expenses spent on each publication is different. However, if you received the grant for proofreading expenses and later submit the same academic paper to a journal in English, the grant application for the submission expenses within the same academic year can be accepted.

(*) To modify the title of the same academic paper between the stage of proofreading and the submission can be accepted.

(3) **Joint publication**

Joint publication by faculty members and graduate students is subject to this grant.

Application is accepted even if the applicant is not the first author. However, please note the following points.

① Joint publication by two or more graduate students (Sample case: Authors are graduate student A and graduate student B; Applicant is graduate student A)

I. Even if there are two or more authors, the maximum grant amount is 80,000 yen.

II. The application can only be made by either of the co-authors. Payment will be made to the bank account designated by the applicant.

Two separate applications (student A applies for the proofreading expense and student B applies for submission expense) for the same academic paper cannot be accepted.

III. If graduate student A applies for this grant under a joint publication, graduate student B can apply for another English article publication. Accordingly, we recommend applicants to discuss with their co-authors in advance and decide who will apply for this grant.

② Joint publication by graduate student(s) and faculty member(s) (Sample case: Authors are graduate student A and faculty member C; Applicant is graduate student A.)

I. Even if there are two or more authors, the maximum grant amount is 80,000 yen.

II. About bank account details in the application form.

Only when a faculty member who is a co-author of joint publication paid the expenses related to proofreading and manuscript submission, the faculty member can designate his/her bank account for reimbursement. However, in this case, both the faculty member and graduate student need to put their seals or signatures on the back of the receipt. Payment cannot be made separately to different bank accounts.

※Please check whether you can use the "Program to Support the Submission of Academic Papers in Foreign Languages (AY2022 "Subsidy for International Dissemination of Research Results") and "Program to Support the Submission to High-Impact Journals" offered by the Research Center WITH the "Program to Support the Submission of Academic Papers in English" offered by the Office of Graduate Studies.

< List of whether or not to use this "Program to Support the Submission of pro Papers in Foreign Languages" with other programs offered by Research Center according to the pattern of papers written/submitted >

Program name of Research Center Pattern of papers written/submitted	Program to Support the Submission of Academic Papers in Foreign Languages	Program to Support the Submission to High-Impact Journals
① When submitting the academic paper written jointly with faculties to English journals	OK	OK
② When writing the academic paper by the applicant only	No	OK
③ When writing the academic paper jointly with someone belonging to other universities	No	OK

If you wish to apply for both grants,

- 1) Check whether you can meet the requirements of receiving both support.
- 2) Prepare the application form of this program (written by the graduate student) AND the application form designated by the Division of Research (written by the faculty). Both application forms must be submitted to the Division of Research by the faculty. The difference will be supported by this grant AFTER executing the "Program to Support the Submission of Academic Papers in Foreign Languages (AY2022 "Subsidy for International Dissemination of Research Results") or "Program to Support the Submission to High-Impact Journals" managed by the Division of Research.

※ The support details of "Program to Support the Submission of Academic Papers in Foreign Languages (AY2022 "Subsidy for International Dissemination of Research Results") for faculties, and "Program to Support the Submission to High-Impact Journals" are

- Proofreading expense and Submission expense for journals etc.
- The grant amount is 100,000 yen, and the application can be made only once in the academic year

(4) For those who will complete their graduate programs in AY 2022: In addition to the above, please note the following points.

For those who will complete their graduate programs in AY 2022, the eligible period for submission and the application period are different depending on the time they complete the graduate programs.

	Students who will complete graduate programs in September 2022		Students who will complete graduate programs in March, 2023	
	Last day of the eligible period for submission	Last day of the application period	Last day of the eligible period for submission	Last day of the application period
Master's Degree Students	September 23(*)	August 26	March 20(*)	February 28
Doctoral Degree Students	September 25	August 26	March 31	February 28
Note	Advanced application is necessary if using the proofreading service or making a submission in September.		Advanced application is necessary if using the proofreading service or making a submission in March.	

*Exceptional cases: Those who are completing Master's program and will continue their study in the Doctoral program, year 3 or above of the Integrated Doctoral program or 4-year Doctoral program are allowed to submit academic papers until the following deadlines:

Those who complete Master's program in September: Deadline: September 25

Those who complete Master's program in March: Deadline: March 31

6. Period of Application: April 1, 2022 (Fri.) – February 28, 2023 (Tue.) 17:00

※In the case where the applicant is planning to use the proofreading service or to submit the article in March 2023:

- Advanced application is necessary (Deadline: Tuesday, February 28, 2023)
- All application documents must be submitted in advance. (Excluding documents you can obtain only after you used the proofreading service or completed the submission.)
- You must submit the statement of delivery/receipts to the Office of Graduate studies as soon as you obtain them. Due to a budget implementation reason, if you fail to submit the required materials by Friday, March 31, 2023, you will lose your eligibility to receive the grants.

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7. Application Procedures

Application shall be made in the designated form. Documents required for each expense are as follows. Please note that the University won't pay directly to the agents (even if the invoice is submitted). You need to make the payments first, and then the amount will be reimbursed by the University later.

[Documents for Submission depending on the type]

	English Article Manuscript Proofreading Expenses	English Article Manuscript Submission Expenses to a journal	English Article Manuscript Submission Expenses to an international conference
1	Application Form	Application Form	Application Form
2	A copy of Manuscript for Proofreading	A copy of the academic paper	A copy of the academic paper
3	The evidence for Proofreading Expenses (Estimate, Statement of delivery, etc.)	A proof of submission and acceptance of manuscript (If there is no document, a copy of e-mail message or website is acceptable.)	<ul style="list-style-type: none"> ● A proof of submission and acceptance of manuscript (If there is no document, a copy of e-mail message or website is acceptable.) ● Documents showing details of the academic conference (Flyer, leaflet, brochures, registration/attendance fees, etc.)
4	Receipts for Proofreading fees (must be original with applicant's signatures or seals) ※1 ※2	Receipts for Submission fees (must be original with applicant's signatures or seals) ※1 ※2	Receipts for conference registration/attendance fees (original with applicant's signatures or seals) ※1 ※2
5	<In case 1) there is no receipt 2) you paid by credit card in foreign currency> Credit card statements (originals with applicant's signatures or seals) ※1 ※2 ※3		

※1 If paid by a credit card, applicant's signature or seal is required on the back of receipt and credit card statement.

※2 When a faculty who is a co-author of joint publication paid the expenses and the receipts or the credit card statements are issued to the faculty, both an applicant him/herself (graduate student) and a faculty (who made the payments) need to put signatures or seal on them. In case the amount was paid by a credit card of other person than the applicant, the seal or signature of both the applicant and credit card holder must be put on the credit card statement.

※3 The credit card statement which is not fixed cannot be accepted.

8. Where to Submit Application Forms:

Applications shall be accepted only on the campus where the applicant belongs to. Submissions at other campuses are not accepted.

Application documents can be accepted at the following offices. However, if you have any questions, please contact the Office of Graduate Studies (Kinugasa).

Campus you belong to	Place for Submission
Kinugasa	Office of Graduate Studies (Kinugasa), SHITOKUKAN 4th floor
Biwako-Kusatsu	BKC MANABI Station, (PRISM HOUSE 1st floor)
Suzaku	Suzaku Campus Administrative Office, Inter-Faculty Graduate Schools
Osaka Ibaraki	OIC MANABI Station, AC Office, Building A, 1st floor

※For those who cannot come to campus on regular basis such as adult graduate students, please send documents by post to the Office of Graduate Studies (Kinugasa). Please note that we will not notify you whether we received your application documents or not. Therefore, we recommend you to send them in the way you can get the delivery record.

9. Notes

(1) Submission of academic papers to a journal of the University such as 'Bulletin of the Ritsumeikan

University XX Research Institute' is subject to this program if the submitted article is written in English.

- (2) A peer-reviewed paper that is not accepted for publication by a journal after submission can still be covered by this grant.
- (3) With regard to English article manuscript proofreading, the expenses can be reimbursed only when you request the proofreading to those who provide such proofreading service as a business. Proofreading by your friends or acquaintances are not subject to this grant.
- (4) Those who have been selected as a JSPS Research Fellowship for Young Scientists can apply to this program only when conducting research that is considered to further develop their own research subjects.
- (5) Handling of Application Forms and Personal Information
 - Application forms and other submission materials will be used only for payment purpose and will not be returned.
 - Personal information obtained from application and other forms will not be used for any purposes other than payment purpose.
- (6) For Fellowship Students and RARA Student Fellow.

If you wish to use this grant with your research fund, be sure to contact the Office of Graduate Studies in advance.

10. Inquiries:

Office of Graduate Studies (Kinugasa)
56-1, Toji-in Kitamachi, Kita-ku, Kyoto 603-8577, JAPAN
Tel: 075-465-8195 (external number) / 511-4537 (extension)
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