

# AY2022 Ritsumeikan University Graduate School

## Application Guidelines for GAKKAI Scholarship

*For Master's Degree Students who attend/present at academic conferences*

*For Doctoral Degree Students who attend/present at academic conferences*

(Revised in April 2022)

Please read the guidelines carefully,  
and follow the correct and proper procedures when applying for the scholarship.

### **【Major change】**

- The format of Documents to be submitted (D) was changed.
- Regarding 17. Transportation Expenses Criteria for JSPS Research Fellowship for Young Scientists was changed in accordance with the revision of "Rules for the Provision of Travel Expenses for The Ritsumeikan Trust". The departure place will be each home in principle.

- ★ If there is anything unclear about application procedures, please contact the Office of Graduate Studies (Kinugasa) below before attending/presenting at academic conferences as soon as possible.
- ★ In case you cannot use the system when making an electronic applications, please be sure to contact the Office of Graduate Studies.

#### **<Administrative Office/Inquiry>**

Office of Graduate Studies, Kinugasa Campus

Address: Shitokukan 4F, 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577

TEL: 075-465-8195 / 511-4537(Ext.)

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

#### **<Only for JSPS Research Fellowship for Young Scientists: Where to submit>**

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

Biwako-Kusatsu Campus: MANABI Station (PRISM HOUSE 1F) Submit in a box

Osaka-Ibaraki Campus: MANABI Station (AC Office 1F) Submit in a box

#### **To send documents by post:**

For those who cannot go to their campus on regular basis such as adult graduate students, please send documents by post to the Office of Graduate Studies, Kinugasa Campus.

Please note that we will NOT notify you whether we received the documents or not.

We recommend you to mail the documents by a traceable method.

#### **<Handling of Personal Information>**

- Submitted materials will be used only for the payment procedure, and will not be returned.
- Personal information obtained from application and other forms will not be used for any purposes other than the payment procedure.

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## Introduction (On proper implementation of research funds)

“Researchers” is a generic term for not only the faculty and the research staff (senior researcher and other researchers etc.) of the Ritsumeikan University (the University hereafter), but also undergraduate/graduate students and visiting/collaborative researchers, etc. engaged in research activities in the University.

All researchers are expected to conduct their daily research activities honestly in accordance with the “Ritsumeikan University Research Ethics Guidelines.”

Research funds need to be implemented properly in accordance with the accounting rules of the University. Any improper conduct detected will be subject to disciplinary measures, cancellation of competitive funding program, refund orders, and restrictions on future applications, etc. As any case where the name is listed as a co-author will also be subject to similar measures, it is crucially important to share the importance of ethical conduct among research groups and with other researchers.

GAKKAI Scholarships must be implemented fairly and properly in accordance with these Guidelines so that they can be effectively utilized for your research activities.

**<Typical examples of inappropriate uses of research funds>**\* Partially excerpts from the Research Ethics Handbook

1. Unintended uses
  - Implementation of the granted scholarship for private uses or purposes other than originally intended researches
2. Applications for fake business trips and excessive travel expenses
  - Applying for, and receiving, travel expenses for trips that have not been actually taken
  - Applying for, and receiving, travel expenses for trips taken not for research purposes or receiving travel refunds from two different sources
  - Applying for, and receiving, travel expenses from the University for assignments not related to research purposes
  - Despite the fact that a packaged tour product including airfares and accommodation expenses was used, applying for and receiving the entire amount as airfares
3. Fraudulent documentation
  - Sending fictitious bills to the University by forging documents, etc.

## 1. Application Procedures

### <Applicant>

- ① Attend or make a presentation at an academic conference.
- ② Prepare all the necessary documents to be submitted.
- ③ Make an Electronic Application from Ri-SEARCH
  - ✓ Get an electronic approval of an academic advisor for the application and attendance/presentation at an academic conference.
  - ✓ Confirm with an academic advisor whether other budgets such as research funds etc. can be used or not. In case of using other budgets together with this scholarship, confirm the necessary documents and submission method with the office in charge of other budgets. (\*)  
(If Fellowship Students and RARA Student Fellow wish to use this grant with their research funds, be sure to contact the Office of Graduate Studies in advance.)

\*In case where the GAKKAI scholarship is used together with other budgets such as research funds etc. Submit the necessary documents designated by the office in charge of other budgets being used together to the designated place depending on the budgets.

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- ✓ Submit the original documents such as receipts at the places where to submit or the Office of Graduate Studies (KIC),
- ✓ Submit all the necessary documents for submission including the original documents necessary for other research budgets together to the Office of Graduate Studies.

**<Office of Graduate Studies>**

- ④ Office of Graduate Studies will review all documents.  
(Questions may be asked about documents submitted and additional documents may be required).
- ⑤ The scholarship will be transferred into the student's bank account.

**2. Scholarship for Master's Degree Students who attend/present at academic conferences**

<Eligible students> Students who are enrolled in a Master's Degree Program or in either Year 1 or 2 of the Integrated Doctoral Program

Type	Amount of Scholarship (Fixed amount)	Limit of scholarship disbursement	
		Limit of use on each scholarship type	Limit of use per enrolled year
GAKKAI-SANKA Scholarship (online attendance (*[1]))	5,000 yen per payment	One time per each enrolled year	Select two among five scholarship types
GAKKAI-SANKA Scholarship (attendance on site (*[1]))	10,000 yen per payment		
GAKKAI-HAPPYO Scholarship (online presentation/submitted academic paper is published in the collection of papers or proceeding etc. (*[1]))	20,000 yen per payment	Two times per each enrolled year	
GAKKAI-HAPPYO Scholarship <u>in Japan</u> (make a presentation at the venue)	30,000 yen per payment		
GAKKAI-HAPPYO Scholarship <u>overseas</u> (make a presentation at the venue)	100,000 yen per payment	One time per each enrolled year	

\*[1] Regardless of whether the conference was held in Japan or overseas.

\*Scholarships will be implemented (disbursed) in the order of applications submitted by each student. Therefore, students should determine the type of scholarship they will apply for each academic conference in a planned manner. The type of scholarship cannot be changed after the application has been accepted.

### 3. Scholarship for Doctoral Degree Students who attend/present at academic conferences

<Eligible students> Students who are enrolled in Doctoral Program, year 3 or above of an Integrated Doctoral Program, or 4-Year Doctoral Program

Type	Amount of Scholarship (Fixed amount) (*[2])	Limit of scholarship disbursement	
		Limit of use on each scholarship type	Limit of use per enrolled year
GAKKAI-SANKA Scholarship (online attendance (*[1]))	5,000 yen per payment	One time per each enrolled year	Select two among four scholarship types
GAKKAI-SANKA Scholarship (attendance on site (*[1]))	10,000 yen per payment		
GAKKAI-HAPPYO Scholarship (online presentation/submitted academic paper is published in the collection of papers or proceeding etc. (*[1]))	20,000 yen per payment	Two times per each enrolled year	
GAKKAI-HAPPYO Scholarship <u>in Japan</u> (make a presentation at the venue)	30,000 yen per payment		
GAKKAI-HAPPYO Scholarship <u>overseas</u> (make a presentation at the venue)	100,000 yen per payment	Two times per each enrolled year	Two times per each enrolled year

\*[1] Regardless of whether the conference was held in Japan or overseas.

\*[2] Except for JSPS Research Fellowship for Young Scientists. The Office of Graduate Studies calculates actual expenses and pays the actual expenses up to the amount of scholarship for them.

\*Scholarships will be implemented (disbursed) in the order of applications submitted by each student. Therefore, a student should determine the type of scholarship he/she will apply on each academic conference in a planned manner. The type of scholarship cannot be changed after the application has been accepted.

### 4. Application Eligibility

Ritsumeikan Students whose academic status are “Enrolled” or “Study abroad” when they attended academic conferences and submitted applications (Except for Professional degree program).

※ For JSPS Research Fellowship for Young Scientists

Eligible to apply if the theme of the research for the application is the same as the theme pursuing as a research fellow.

### 5. Applicable period to attend/present at academic conferences: Friday, April 1, 2022 to Friday, March 31, 2023

- ✓ The academic conferences held during the period above are only subject to this scholarship in the applicable academic year.
- ✓ For those who will complete the program in AY 2022, the applicable period to attend/present at academic conferences is different. (Please refer to section 11 on P.7).

※ For academic conferences which is held between the current academic year and the following academic year

The academic year when the conference is scheduled to start is considered as the applicable academic year a student is eligible to apply.

## 6. Application Period: Friday, April 1, 2022 – Tuesday, February 28, 2023, 23:59

- ✓ Electronic Applications should be made promptly with the necessary documents within one month after you attended or gave a presentation in academic conference.

### ※ For those who participate in academic conferences held in late February and March

- Advance electronic application is mandatory (by 23:59 on February 28, 2023)  
(Must get the approval of your academic advisor by this deadline)
- On electronic application, all documents must be submitted in advance unless the documents that are available only after you attend the academic conference.
- Documents that can be obtained only after attending/making a presentation at the conferences, and documents that require to make changes after the advance application must be submitted within three days after you attended/made a presentation at, return from the conference (if the conference will be held after March 20, submit them as soon as possible, but no later than March 31).
- In case you did not attend or make a presentation in the academic conference you had already applied, the amount being paid must be reimbursed.

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- Even if the actual payment exceeds the declared amount on the application form, additional disbursements will not be made.
- In case the actual payment is less than that previously reported amount at the time of application, the overpaid amount must be reimbursed.

### ※ If a student suspends his/her student status, leaves the University, or studies abroad before March 2023

- The electronic application must be made at least one month prior to the day on which he/she loses his/her student status.

### ※ If the bank account listed in the application needs to be closed due to studying abroad or returning to the student's home country

- Prior consultation with the Office of Graduate Studies is necessary; and the electronic application must be made at least two months prior to the scheduled closure of the bank account.

## 7. Application Procedures

Login the website below with your Rainbow ID, and make an electronic application according to the steps below.  
For details about electronic application, please be sure to check the Operation Manual.

Click “Proceed to Edit” > Newly register the conference that you had attended/made a presentation in “Academic conference attendance and presentation” under [Achievement items] > Fill in the required items in the screen of “GAKKAI Scholarship” under [Application for scholarships and grants] and make an electronic application.

Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers (Ri-SEARCH)  
<https://gyoseki-web.ritsumei.ac.jp/ritgsap/P300>

- ✓ Applications can be accepted ONLY when all required documents are attached
- ✓ For inquiries about application, please contact the Office of Graduate Studies (Kinugasa Campus) .  
Questions can NOT be answered at the submission offices on BKC and OIC.

### [For JSPS Research Fellowship for Young Scientists]

Original documents such as receipts must be submitted in either of ways below after completing to make electronic applications.

- ① Submit them at the office of designated submission place on each campus
- ② Send them by post to the Office of Graduate Studies (Kinugasa)

## 8. Date of Disbursement

It will take approximately two months after the acceptance of application for the scholarship (\*) to be transferred into the applicant's bank account.

\* "Acceptance of application for the scholarship" means the date on which applications are received by the Office of Graduate Studies.  
The period from the acceptance of documents to the date of disbursement does not include the period in which the campus offices are closed such as a summer vacation.

## 9. Academic Conferences that can/cannot be subject to this Scholarship

Academic conferences that can certify all of the following conditions are met should be deemed eligible for presentations at academic conferences (② and ③ below are exempt in the case of scholarships for those who attend academic conferences).

<b>Applicable</b>	<p>① <u>The conference was held, jointly held, or sponsored, etc. by an academic association. Or, the professor of applicant admits that it is equivalent to an academic conference, and it results in applicant's research achievement.</u></p> <p>② <u>Research presentations are documented (in posters and Power Point slides, etc.) and can be submitted.</u></p> <p>③ <u>The student made an oral presentation on his/her own research results to a third party.</u></p> <p>④ <u>There are opportunities to listen to research presentations of other researchers (making research exchanges possible)</u></p> <p>⑤ <u>The student will not receive dual grants for the same purpose (If receiving any financial assistance from parties other than this scholarship.)</u></p>
<b>Not applicable</b>	<p>① The conference was NOT held, jointly held, or sponsored, etc. by an academic association.</p> <p>② Seminars and programs etc. which are held for self-improvement, self-development</p> <p>③ The student only displayed or distributed his/her research materials (except the case where the conference host changed the conference style to publish the presentation/submitted the academic paper.</p>

## 10. For those who enrolled in September

### Period of eligible academic conferences

From September 26 in the applicable academic year to September 25 in the next academic year is the period that counts the limit of scholarship use per year.

For application methods and submissions for the next academic year, please refer to the application guidelines for the next academic year.

## 11. For those who will complete the program in AY 2022

For those who will complete in AY 2022, the applicable period to attend/present at academic conferences and application period will be different from those of other applicants.

	Will complete in September, 2022		Will complete in March, 2023	
	Applicable period of attending/presenting at academic conferences (*1)	Application Period	Applicable period of attending/presenting at academic conferences (*1)	Application Period
Master's Degree Students	~ September 23(*2)	~ August 26	~ March 20(*2)	~ February 28
Doctoral Degree Students	~ September 25	~ August 26	~ March 31	~ February 28
Note	Advance application is mandatory for academic conferences held in September. (*3)		Advance application is mandatory for academic conferences held in March. (*3)	

\*1 If you participate in the conference which carries over the “the applicable period to attend/present at academic conferences” above, please contact the Office of Graduate Studies in advance.

\*2 <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 at Ritsumeikan are allowed to apply for this scholarship 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

\*3 In the case of an advance application, documents that can be obtained only after attending the conferences and documents that require to make changes from the time of the electronic application must be submitted promptly after you return from the conference.

(The Ri-SEARCH system will be set for an advance application in Mid-July for those who will complete the program in September, and in Mid-January for those who will complete the program in March.)

## 12. For those who will take a leave of absence

You cannot apply for academic conferences participating while taking a leave of absence.

Also, you cannot submit the application for the academic conferences participating during enrollment after taking a leave of absence.

※ In case the conferences are held between the applicable year and the following academic year; and you are not enrolled in Ritsumeikan University in the following academic year such as completion or taking a leave of absence, you are not eligible to apply for these scholarships.

※ If you take a leave of absence before March 2023, the application must be submitted at least one month prior to the day on which you lose your student status.



### 13. Documents to be submitted

<A list of documents to be submitted for each type of scholarship electronic application>

Documents to be submitted ( <u>All documents must be in A4 size and indicate a relevant alphabet on each document.</u> )		Attendance	Presentation	Registration Fee (JSPS recipients only)
A	Documents showing details of the academic conference: Copy of Flyer, leaflet, brochures, full program agenda, etc. (Conference name, place and venue of the conference, conference date(s) must be included.)	○	○	○
B	Documents identifying the presentations at the academic conference (presenter's name, presentation theme, and presentation date must be included)		○	○
C	Materials used in the presentation (ppt slides, posters and manuscripts, etc.)		○	○
D	Evidence of GAKKAI (Attendance/Presentation)	○	(○)	(○)

Please note the following two points:

(1) In case of using other budgets along with this scholarship, confirm the necessary documents and submission method with the office in charge of other budgets, since necessary documents will be different depending on the budget you will use.

**Do not discard receipts/ boarding pass tags etc. until all procedures for disbursement are completed.**

(2) JSPS Research Fellowship for Young Scientists must submit the following documents to the submission offices on each campus or send to the Office of Graduate Studies.

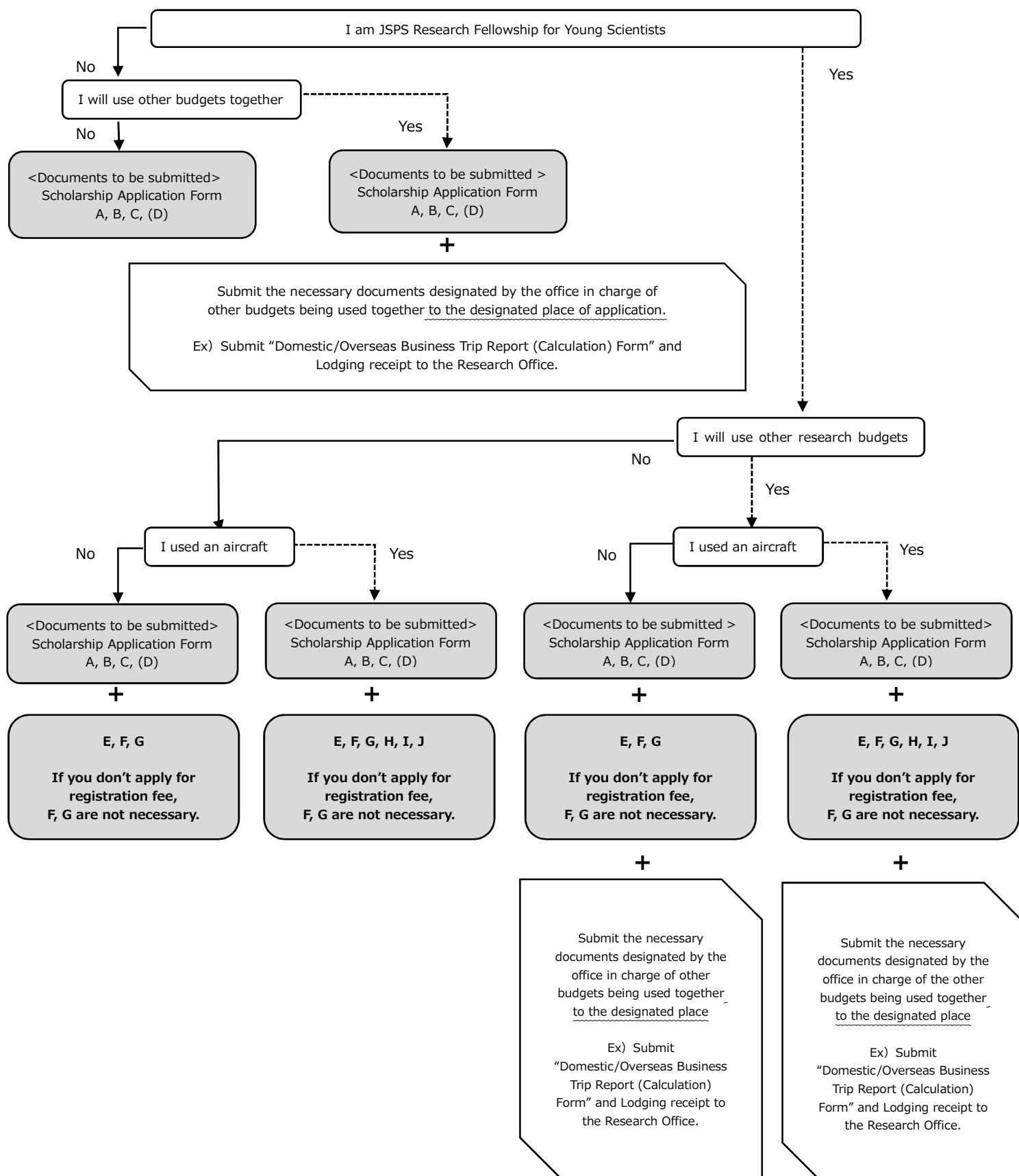
JSPS Research Fellowship for Young Scientists must submit the following documents				
E	Materials indicating the venue of the academic conference (map for the venue and access information)	○	○	○
F	Receipts for conference registration/attendance fees ( <u>originals with applicants' signatures or seals required</u> ) <In case there is no receipt / you paid in foreign currency> Credit card statements for conference registration / attendance fees ( <u>Applicants' signatures or seals are required</u> ) / <u>Supplements</u> If fees for academic proceedings, papers, annual fee etc. must be paid as part of registration/attendance fees, they are applicable.	○	○	○
G	Statement / breakdown of the conference registration / attendance fees (The evidence for registration fee etc. must be included.) If fees for academic proceedings, papers, annual fee etc. must be paid as part of registration/attendance fees, they are applicable.	○	○	○
In case you used an airplane (In case the venue is overseas, in Hokkaido, Okinawa, or in other island region)				
H	Air fare receipt ( <u>originals with applicants' signatures or seals required</u> ) and statement <In case there is no receipt / paid in foreign currency> Credit card statements for Air fare ( <u>Applicants' signatures or seals are required</u> ) / <u>Supplements</u>	○	○	
I	Copy of the flight schedule	○	○	
J	Boarding pass stub ( <u>original</u> )	○	○	
< For those other than JSPS Research Fellowship for Young Scientists > In case other budgets are used together				
	Submit the documents E~J above to the office in charge of the budgets being used with.			

※ Please refer to “14. Precautions on Submission Documents” for detailed information about each document.

※ In principle, submitted documents will not be returned as they are evidence of disbursement.

### <Flow Chart of documents to be submitted>

Please refer to “A list of documents to be submitted for different type of scholarship applications (P.8)” for the detailed information (Alphabet).



#### 14. Points to note on Documents to be submitted

- ✓ All submission documents must be in A4 size and attached as a scanned data.
- ✓ Attached documents must not be in color.

##### [Documents all applicants must submit]

#### (1) Documents showing details of the academic conference(A), Documents identifying the presentations at the academic conference(B)

- ✓ Relevant parts of original program/website of the academic conference must be submitted in A4-sized. (Do not submit the original program booklet. Make sure to scan the relevant pages.)  
When scanning the original program for submission, ensure that ①academic conference name ②place ③venue ④conference date(s) ⑤presenter's name ⑥presentation theme and ⑦presentation date are indicated on the copied pages. In addition, please make the applicable parts in ⑥presentation theme and ⑦presentation date indicated in markers etc.

#### (2) Materials used in the presentation(C)

- ✓ Presentation materials should clearly indicate the title, the presenter's name, the name of the academic conference, and the date, so that the descriptions should coincide with "B: Documentation identifying the presentations at the academic conference".
- ✓ If the materials cannot be contained in a single A4-size sheet of paper, reduced or summary printing on an A4-sized paper to the extent that letters are properly legible in PDF file etc. must be submitted.

#### (3) Evidence of GAKKAI (Attendance/Presentation)(D)

- ✓ ONLY when attending a conference OR attending a hybrid conference\*(attending on site), one of the documents below must be submitted as an Evidence (D) to improve your attendance.  
①Attendance sheet/Name tag ②Attendance certification issued by the academic conference ③Photo that shows the applicant's attendance such as photos of the presenter with the standing signboard, photos of the presentation was giving a presentation.  
\*Hybrid conference is defined as a gathering of people in-person as well as in a virtual environment.

##### [Documents that JSPS Research Fellowship for Young Scientists must submit]

#### (4) Materials indicating the venue of the academic conference, map for the venue, and access information(E)

- ✓ If the venue was a university etc., submit the documents that shows the access to the campus where the conference was held.

#### (5) Receipts for conference registration/attendance fees(F),Air fare receipt and statement (H),

- ✓ Any format of receipt and statements can be accepted; however, be sure to check ①the issuance date ②addressee (Ritsumeikan University) ③issuer ④issuer's seal ⑤a statement/details of the paid fees and ⑥words certifying the receipt by the issuer, are required to be filled in the format.
- ✓ An invoice is, as a general rule, unacceptable, because it is not a receipt.
- ※ In case the issuer can issue only invoices, please contact Office of Graduate Studies.
- ※ In case you paid the annual registration fee, disbursement of the annual registration fee included in the academic conference registration/attendance fee is only for the applicable academic year. Therefore, receipt must show the fiscal year of the annual fees.

#### (6) Credit card statements for conference registration /attendance fees (F), Credit card statements for Air fare (H)

- ✓ The credit card must be in the name of the applicant him/herself.

- ✓ Credit card payment must be made by a lump sum payment.
- ✓ Credit card statement must be obtained within the same academic year (Refer to “6. Period of Application”).
- ✓ For credit card statements, please submit the documents that can clearly indicate ①the name of the card holder ②the statement issuance date ③the name of the credit card company ④the date of bank account withdrawal ⑤details of the transactions to be settled (purchase dates, transaction partners, and amounts, etc.).
- ✓ The personal information (address, bank account information etc.) may be blacked out.
- ※ In case using a credit card with the name other than the applicant under unavoidable circumstances, submit a credit card statement with signature/seal of both “applicant him/herself” and “the credit card holder”.
- ※ If an amount indicated on a receipt is in a foreign currency and paid with a credit card, never fail to submit the credit card statement.
- ※ In case the description indicated in the credit card statement is not names of the academic associations or conveners, proper materials indicating the relationships should also be attached.

#### **(7) Statement/breakdown of the conference registration/attendance fees (G)**

Descriptions that shows the evidence for registration fee etc. must be included.

#### **[Documents must be submitted if you used airplanes]**

#### **(8) Documents showing the flight schedule (I)**

- ✓ The date of issue, passenger’s name, flight schedule (listing departure/arrival date, country name of the departure/arrival, airport name) must be included.
- ※ If the breakdown is not mentioned on the receipt, details (ticket fee, fuel surcharge, airport use tax, etc.) must be clearly indicated.
- ※ In case only E-ticket itinerary is available, print out and submit a photocopy.
- ※ In case a flight route was changed under unavoidable circumstances, please report the cause and the change in a document to be submitted.

#### **(9) Boarding pass stub(J)**

- ※ All round-trip boarding pass stubs must be submitted.
- ※ In case boarding pass wasn’t issued, boarding notices issued when checking baggage, and boarding passes in thermal paper issued at security checks and boarding gates, etc. and others issued at airports when boarding procedures are taken are acceptable.
- ※ In case you checked in from the PC or mobile site in advance, and have no document certifying use of an aircraft, you need to request the relevant check-in counter of the airline you used to issue a boarding certificate.

### **15. Notes for Application**

When you fall under the following conditions, please note that you need to contact/consult with the Office of Graduate Studies before application.

- ※ For those who study overseas based on an official agreement with the university (the enrollment status is “Study abroad”):  
Participation in academic conferences held in the country of study abroad is deemed as participation to the domestic academic conferences, and the scholarship will be disbursed.

Those who apply under their academic condition is “Study abroad” or those who study abroad under their condition is “Enrolled”:

Please consult with the Office of Graduate Studies in advance.

- ※ Those who made a presentation in a conference and attended on the different date/in the different time of the same conference;

The scholarship will be disturbed by the conference (“Presentation” or “Attendance” needs to be selected).

- ※ Those who are on a scholarship supported by a government- affiliated organization or private company:

Eligibility would depend on the scholarship they are receiving.

Recipients of these scholarships should check with the sponsor whether the scholarship allows the recipients to receive additional financial aid or not.

- ※ When this scholarship is used with other research funds etc.:

The requirements of other research funds etc. must be considered. In this case, it will be dealt with on a case-by-case basis. (Duplicate payment is unacceptable.)

- ※ If Fellowship Students and RARA Student Fellow wish to use this grant with their research funds, be sure to contact the Office of Graduate Studies in advance.

- ※ If you are an adult graduate student and need to present your research achievements as a member of your company/organization to coordinate with your past research activities:

University scholarships for attendance/presentation at an academic conference must not overlap with any other grants from the affiliated organization, etc. (Duplicate payment is unacceptable.)

However, you are requested to identify yourself as a graduate student of Ritsumeikan University when attending, and making presentations at, academic conferences as much as possible (your affiliation indicated in an application form for the academic conference or in your presentation materials, or the addressee of receipts, should be Ritsumeikan University).

[For JSPS Research Fellowship for Young Scientists]

## 16. Scholarship Disbursement Criteria

- ※ This section is for JSPS Research Fellowship (Their expenses are calculated and the actual expenses is disbursed by the Office of Graduate Studies).

### (1) Expenses covered/NOT covered by this scholarship

Coverage	Items
○ Covered	Transportation Expenses (For details, please refer to “17. Transportation Expenses Criteria”)
	Academic conference registration fee
	Academic conference attendance fee
	Annual registration fee of the relevant academic conference
	Fees for academic proceedings, papers, etc. of the relevant academic conference* <sup>1</sup>
	Fees for official social gatherings, banquets, and receptions included in the academic conference programs* <sup>2</sup>
× NOT covered	Bank transfer fees
	Credit card handling fee
	Accommodation fee
	Food/beverage expenses
	Fees related to personally held parties outside of the academic conferences
	The annual registration fee along without attending or giving presentation at academic conferences

\*<sup>1</sup> In case fees were paid as part of registration/attendance fees to attend or give a presentation at an academic conference.

\*<sup>2</sup> Only in case it is indicated in a list of programs scheduled during the whole academic conference, and deemed to be part of the relevant research activities.

- ※ In case the receipt includes expenses that are not eligible for payment and the detailed statement is not specified in the receipt, a documentation showing the breakdown and the amount of each must be attached.

- ※ In case there are subsidies from the academic conference, be sure to offer to the Office of Graduate Studies. (The scholarship must not overlap with any other grants.)

- ※ In case no breakdown for accommodation fee is issued or disclosed by the host or sponsor of the academic conference

If it is clear that accommodation fees are included in the academic conference registration/participation fees (as indicated in the receipts for the payment of academic conference attendance fees) but the breakdown cannot be disclosed, proper calculations should be conducted in accordance with the following criteria for disbursement.

Lodging expenses: vary depending on travel region (50% of Ritsumeikan Statement of Travel Expenses per night)

<Domestic>	6,000 JPY	<Overseas>	Designated cities	11,250 JPY
			Region A	9,400 JPY
			Region B	7,550 JPY
			Region C	6,750 JPY

### (2) Range of disbursements in cases of consecutive multiple assignments for academic conferences and other research/private activities, etc.

- ※ In case other assignments is scheduled before/after the academic conference to apply, please contact the Office of Graduate Studies in advance.

In principle, the balance by deducting the fees related to other assignments (including private activities) is the subject to be paid.

## 17. Transportation Expenses Criteria

※ This section is for JSPS Research Fellowship for Young Scientists (for those whose expenses are calculated and the actual expenses is disbursed by the Office of Graduate Studies).

- ✓ Railway fare, passage fare, and air fare are defined as transportation expenses.
- ✓ Transportation expenses to be disbursed shall be calculated by Ritsumeikan University based on the most economically efficient routes and modes of transportation by using public transportations.
- ✓ The originating place of departure will be each home in principle

### (1) Railway fare

- ✓ No financial assistance is given for Shinkansen Green Car (First-class) Usage.
- ※ For attendance in academic conferences in Japan, round-trip railway fare shall be calculated from place of departure to the nearest JR station to the location of the conference.
- ※ In case the use of other public transportations other than JR is deemed more economical and logical, transportation expenses for other means of travel shall be disbursed.
- ※ In case the one-way distance travelled exceeds 101 km, the amount equivalent to Student Travel Fare shall be disbursed.
- ※ In case transfers are made between Shinkansen and conventional Express & Limited Express trains, disbursements shall be made for discounted transfer fares.
- ※ In case the transportation route/distance is the same for both ways, and the one-way travel distance exceeds 601 km by JR standards, the disbursement shall be made at the round-trip discount fare rate.
- ※ In the case of attending academic conferences held near the originating place of departure (each home) as the starting point on several day trips, the travel expense to be paid is, as a general rule, limited to the amount equivalent to one round-trip expense. However, if you can submit train fare receipts (indicating the relevant fares and dates)\*<sup>1</sup> of all dates of attending the academic conference, all the travel expenses will be disbursed.

### (2) Air fare

- ✓ Airfare shall be disbursed based on economy-class fare of the season in which the actual travel takes place.
- ✓ Open tickets are not eligible for disbursements.
- ✓ The airport used shall be Kansai International Airport or Osaka International Airport (Itami Airport).
- ✓ For domestic conferences, only when the location of the conference is in Hokkaido, Okinawa, or other island region, using airplane can be accepted.
- ✓ In case there is no direct flight to the location of the academic conference, the use of Kobe Airport or other airport can be accepted.
- ✓ If you buy a round-trip ticket and a part of your itinerary is subject to payment, it will be prorated by miles and only the target section will be paid.

### (3) Criteria for buying a package travel

- ✓ In a general rule, in case the lodging expenses and transportation fees are paid together such as buying a package travel, the breakdown information of the transportation fees must be shown. (The original statement must be issued by the same organization as the receipt)
- ※ In case the breakdown information about transportation fees cannot be disclosed even if an inquiry is made at the travel agency, proper calculations should be conducted in accordance with the following criteria for

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\*<sup>1</sup> Some railroad companies may issue receipts indicating amounts and dates when the tickets are presented to the relevant counter. For more details, please contact the train company you use.

disbursement, and the transportation expenses will be paid after the calculated lodging expenses are deducted.

Lodging expenses: vary depending on travel region (50% of Ritsumeikan Statement of Travel Expenses per night)

<Domestic>	6,000 JPY	<Overseas>	Designated cities	11,250 JPY
			Region A	9,400 JPY
			Region B	7,550 JPY
			Region C	6,750 JPY