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Ritsumeikan University
KENKYUKAI-KATSUDO Grant
(Grant for Student Research Societies)

AY2023 KENKYUKAI
Management Guidelines

■ Update History Overview

July	We added “<Application Forms for Expense Report・Reimbursement Request, Invited Lecturers”
August	Postscript to “3. Procedure for payment”
November	We added the description of the vouchers when purchasing from Amazon. “3. Procedure for payment”

RARA Office
Ritsumeikan University

1. Introduction

This grant supports graduate students to conduct their own group research activities only. Please note that the following activities are NOT subject to this grant; regular classes held by academic institutes including Ritsumeikan University, educational research programs by each graduate school and activities related to project researches. In addition, you can't use/receive other research grant with this grant together. In together case an unauthorized use is found, you are required to reimburse the full money that you used within this grant. There may be a case that an unfair account will be subject to a disciplinary action. Student Research Society accepted for this grant (as referred to as a "Society") is required to manage own Society in a sincere manner, and take procedure of budget execution properly. Procedures required to execute expenses incurred in Societies' activities are as follows.

2. Grant Details

(1) Applicable Period for the grant

Societies accepted for Spring Application

Expenses incurred by a Society held from April 1, 2023 to February 29, 2024

Societies accepted for Fall Application

Expenses incurred by a Society held from September 26, 2023 to February 29, 2024

(2) Support for Expenses

Amount up to 100,000 yen is provided to each Society per academic year. The amount covers expenses for Society-hosted events planned and conducted (hereinafter referred to as "Event Expenses").

Item	Examples of expenses	Notes on execution
Consumable supplies	1) Books/magazines, documents, dictionaries, etc. 2) Stationery, experimental tools/materials 3) Various software (including the license fee) etc.	1) Goods which have a useful-span of 1 year or more, or an acquisition cost is 100,000 yen or more are not eligible. 2) The postage and handling charge are subject to this item.
Honorarium	1) Honorarium related to invited lecturers outside of Ritsumeikan University 2) Honorarium for translation 3) Honorarium for proofreading etc.	1) Honorarium can't be paid to students outside of Ritsumeikan University, students/Post-Master's Research Students/ Doctoral Research Students of Ritsumeikan University. 2) <u>Societies must not pay directly to invited lecturers</u> because of a withholding system.
Transportation expenses	1) Round trip transportation expenses and accommodation expenses necessary for preparing a Society/meeting etc. 2) Round trip transportation expenses to the place where a Society is conducted and accommodation expenses 3) Round trip transportation expenses and accommodation expenses for invited lecturers outside of Ritsumeikan University etc.	1) Transportation expenses will be calculated based on the Ritsumeikan Statement of Travel Expenses. 2) The upper limit of accommodation expenses is 12,000 yen per night. The actual cost will be paid. 3) If the transportation expenses include the route of commuter passes, the amount of corresponding route will be excluded from the amount.
Others	1) Outsourcing expenses such as interpreting, translation, proofreading, questionnaire, survey etc. 2) Expenses for printing materials / bookbinding etc. 3) Venue rental fee for a Society, equipment rental fee 3) Communication charge, postage 4) Bank transfer fee etc.	Expenses of confectioneries/drinks or souvenirs are not subject to this. (Excluding the case when the RARA Office approves its necessity)

*Regarding the expenses that are difficult to show the purposes of a Society objectively, please prepare "Statement of reasons" (free format) and attach it. If you can't judge objectively, please consult with the RARA Office. Please note that the RARA Office may ask the purpose of use and request to submit a "Statement of reasons".

*Lecturer category and the amount of honorarium
(hereinafter Ritsumeikan University is referred to as "the University")

- Postdoctoral fellow outside of the University, faculty/staff of the University, etc.: 10,000 yen
- Faculty of other universities, company supervisor, etc.: 30,000 yen
- President/Vice-President or Dean of other universities, company executive, etc.: 50,000 yen

(The amount equivalent to the withholding tax will be added to each amount)

*Consumable supplies must be kept as common properties among members of each Society. After finishing the Society activities, each Society must consider and decide how to keep the consumable supplies even they are recommended to be kept by each Society or be donated to libraries etc. If a Society requests to donate them to the facilities of the University such as libraries, please consult with the RARA Office.

(3) Support for Venue

The permission to use the classroom space will be granted to eligible Societies for Society activities to be held on campus in accordance with the conditions of leasing facilities to Ritsumeikan University student organizations engaged in extracurricular activities.

3. Procedure for payment

Regarding the expenses, the actual payment for Society activities calculated based on the evidences such as receipts and reimbursed. In principle, the representative of a Society must make the payment in advance. The representative of each Society must keep the evidences such as receipts. Please note that we CANNOT make the payment for those who made the payment in advance such as graduate students enrolled in Ritsumeikan University but taking a leave of absence, or undergraduate students enrolled in other universities. (As indicated by the asterisk in "3(1) Application Guidelines," this grant shall not be disbursed to those who are taking a leave of absence, Non-Regular students (Post-Master's Research Student/Doctoral Research Student etc.) and students of other universities, even though it is possible for them to become members of Societies.)

The budget must be implemented according to the applications since the acceptance of expenses will be decided by reviewing the applications.

(1) Payment of the eligible expenses

1) Documents to be submitted

	Documents	Submission file format and points to consider
①	The contents of KENKYUKAI and Expense Report・Reimbursement Request Form(Form 1)	Word or PDF
②	Expenses Application Form for Invited Lecturers/Transportation Expense etc. (Form2)	PDF (Because the lecturer's self-signature and stamp areas are required)
③	Receipts	PDF (Because a representative's signature or seal is required) *1 If the receipt does not show payment details, the additional documents that show the payment details must be submitted (in PDF). *2 Receipts for transportation expenses are basically unnecessary to be submitted (Please refer to <Receipts for Travel Expenses> below) *3 When purchasing from Amazon, you must also submit "Payment Statement." (For receipts after 10/1. You don't need it before 9/30.)
④	The material/resume that shows the contents of Societies	Word or PDF
⑤	Credit card statement issued by credit card companies (only when	PDF (Installments and revolving payments are not accepted.)

	paid by a credit card)	
⑥	Others (if the RARA Office requests)	Documents required to be submitted by the RARA Office

In principle, all submitted documents should be prepared by data entry for items other than the self-signed/sealed column and the lecturer's description column.

2) Deadline of submission and how to submit

Please submit from [<Application Forms for Expense Report • Reimbursement Request, Invited Lecturers>\(*\)](#) within 2 weeks after holding a Society. **Final deadline is 23:59 on Friday, March 8, 2024.**
 (*This form is released in early July.)

3) Receipts required

In order to claim the expenses paid in advance, you must always submit a receipt (a PDF of the scanned data). The format for receipts is not designated, but the below items must be written on the receipts to be submitted. In addition, the data of submitted receipt must include the self-signed or stamped part of the person who paid the money.

Receipt's issuance date, addressee (= "The Ritsumeikan Trust" or "Ritsumeikan University"), issuer's name and seal, details (specific usage), price (tax included), words that clearly indicate that the payment was received.

*An invoice is not considered as a receipt and cannot be accepted as a receipt in principle.

*Please note that the purchase made by using points of a particular store's membership card or gift cards (amazon gift card etc.) at an electric appliance store or on the internet, the amount discounted by using the points or gift card cannot be added to the total amount of expenses. Also, the payment made by vouchers (gift vouchers/ book vouchers) cannot be reimbursed.

*The original must be kept in a safe place for one year after the expenses are provided at the request of the Society. If necessary, submission to the university may be requested.

<Receipts of Transportation Expenses>

Submission of receipts is NOT basically required. However, in case you use airplanes, submit the documents below.

- Receipt (PDF) which shows the details of the flight
- Boarding pass stub (PDF)
- Flight schedule

In case of claiming the travel expenses for off-campus research activities, please submit the documents (PDF) which show ①When(the date) ②Where(the place) ③Who(the person who did the research) ④ materials which show the detail of research(the materials distributed on that day, the copy of an admission ticket, research report, data of pictures, name cards, etc) together.

4) Points to note when paying by credit card

The basic payment policy of Ritsumeikan University is to pay by cash.

However, if you pay by credit card avoidably due to unavoidable circumstances, the credit card payment is permitted under the following conditions:

- The credit card holder must be the applicant him/herself.
 - Credit card payment must be made by a lump sum payment.
(No other method (installment payments, revolving payments, etc.) will be accepted.)
 - Credit card statement must be obtained within the application period (2 weeks after holding Societies)
- If it is impossible to meet the above conditions, contact the RARA Office in advance.

A "Receipt" issued at the time of credit card payment only verifies that the payment was made by credit card. It is essential to submit the "Credit Card Statement" issued by a credit card company to verify that the transaction was completed and the actual amount being paid (both in foreign currency and an amount in Japanese yen). However, the "Credit Card Statement" doesn't show the detail of payment transaction. Please prepare for "supplementary materials" to show the detail of purchased things and submit them with the "Credit Card Statement".

The "Credit Card Statement" to be submitted must indicate the name of the card holder, the statement issuance date, the name of the credit card company, the date of withdrawal from the card holder's bank account, details of the transactions to be settled (purchased dates, counterparties, amounts etc.). You may cross out or overwrite irrelevant information on the credit card statement (home address, bank account information etc.) to make it unreadable before submitting. If the merchant name indicated in the credit card statement is not the name of the actual supplier, materials indicating the relation between those two also must be attached.

5) Calculation Method of Transportation Expenses

- ① Transportation expenses basically include railway fare and bus fare.
- ② Transportation expenses shall be calculated by Ritsumeikan University based on the economic and reasonable routes and method. Transportation expenses shall be the amount required to travel between business locations from the departure of the said travel to the arrival of the said travel. When counting the transportation expenses, the starting point must be the affiliated campus or home of the applicable person.
- ③ The departure station is determined depending on a campus where the applicant belongs to:
 - Bus stop "Ritsumeikan daigaku-mae" for students of Kinugasa Campus
 - JR "Nijo Station" for students of Suzaku Campus
 - Bus stop "Ritsumeikan daigaku" for students of Biwako-Kusatsu Campus
 - JR Ibaraki Station for students of Osaka-Ibaraki Campus.(However, if you are using the Osaka International Airport (Itami), the departure station will be Unobe Station of the Osaka Monorail.)
- ④ JR railway fare shall be calculated from the departure station to the nearest JR station to the destination. However, if to use other public transportation is deemed to be more economical and reasonable, transportation expenses for other means of travel shall be calculated.
- ⑤ If the one-way travelling distance exceeds 101 km, the amount equivalent to student discount shall be calculated.
- ⑥ If transfers are made between Shinkansen and Express/Limited Express trains of conventional lines, joint discount fares shall be calculated.
- ⑦ If the transportation distance/route is the same in outward/return routes, and the one-way travel distance exceeds 601 km by JR standards, the calculation shall be made at the round-trip discount fare rate.
- ⑧ No financial assistance is given for "Green Car".
- ⑨ Airfare shall be calculated based on the actual payment up to the amount of an economy-class fare. The original airfare receipts and ticket stubs must be submitted for claiming payment.
- ⑩ The airport to be used shall be Kansai International Airport or Osaka International Airport (Itami Airport). However, if there is no direct flight to the location of research activities, the use of Kobe Airport or other airports may be accepted as an alternative.

4. Each Report Required

(1) Mid-Term Report

The representative of each Society must submit Mid-Term Report (Form 6) from [<Application Forms for accepted "KENKYUKAI-KATSDO">](#). When preparing this Mid-Term Report, the representative needs to check and know the situation of all members, and report each role and activity. The RARA Office will check the report and conduct an interview as needed.

【Period of submission】

Spring Semester Application: Friday, September 29, 2023 ~ Friday, October 6, 2023 17:00 JST
Fall Semester Application: Friday, December 1, 2023 ~ Friday December 8, 2023 17:00 JST

(2) Final Report

Each Society must prepare for a "Research Report (Form 3)" and a poster (one slide/A4 portrait size, must specify the title of the poster, name of the Society, name/school affiliation and year level of the representative) and submit them from [Application Forms for accepted "KENKYUKAI-KATSDO"](#) with PDF data of these documents. Please note that a failure to submit the required report and the poster shall result in the reimbursement of the expenses used.

【Period of submission】

Spring Semester Application/Fall Semester Application: Friday March 1, 2024 17:00 JST

(3) Joint Poster Session

A Poster Session will be scheduled to be held jointly with other scholarships/research fund programs managed by Graduate Student Career Path Support Center in June. At least one member of each selected Society needs to participate in as a presenter on this day. The detail will be informed separately.

【Schedule】 June, 2024 (planned to be held)

5. Documents to be submitted

What to submit	Deadline of submission	Where to submit
Pledge Statement	Spring semester application Friday, June 23, 2023	<WEB> Application Forms for accepted "KENKYUKAI-KATSDO" *Select "Pledge Statement" to submit
	Fall semester application Friday, September 29, 2023	
The contents of KENKYUKAI and Expense Report・Reimbursement Request Form (Form 1)	Within 2 weeks after holding each Society	<WEB> Application Forms for Expense Report・Reimbursement Request, Invited Lecturers
Expenses Application Form for Invited Lecturers Honorarium/ Transportation etc. (Form 2)	Within 2 weeks after holding each Society	*Please refer to page 3 for the handling of uploaded data on the application form.
Mid-Term Report (Form 6)	Spring Semester Application: Friday, September 29, 2023 ~ Friday October 6, 2023 17:00 JST	<WEB> Application Forms for accepted "KENKYUKAI-KATSDO" *Select "Mid-Term Report" to submit
	Fall Semester Application: Friday, December 1, 2023 ~ Friday December 8, 2023 17:00 JST	
Research Report (Form 3)	Friday March 1, 2024 17:00 JST	<WEB> Application Forms for accepted "KENKYUKAI-KATSDO" *Select "Research Report" to submit
Poster (A4 portrait)		
Application form for changing registered society members (Form 4)	As needed	<WEB> Application Forms for accepted "KENKYUKAI-KATSDO" *Select "Application form for changing registered society members" or "Application form for changing the budget items" to submit
Application form for changing the budget items (Form 5)	As needed	

*Formats necessary for this program are available on the website of Graduate Student Career Path Support Center. Please check our website and download them.

http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/master/article.html?id=5

http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html?id=5

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