

AY2023 Ritsumeikan University Graduate School

Research Grant for Doctoral Students Application Guidelines

1. Purpose and Character of Research Grant for Doctoral Students

The purpose of this grant is to reduce the financial burden for the realization of outstanding research plans by outstanding students in the doctoral programs (Doctoral Program, Year 3 or above of an Integrated Doctoral Program, 4-Year Doctoral Program), and to promote research activities that contribute to the completion of their doctoral dissertations as early as possible, thereby supporting the completion of their doctoral programs within the standard period of study.

2. Application Details

Eligible for the grant	Research activities related to doctoral dissertations that are conducted during the grant period and that are expected to promote further research activities and disseminate research results supported by this grant. (Assuming research activities, fieldwork surveys and interviews conducted at research institutes in and out of Japan, materials collection at libraries, participation and presentation at international conferences, etc.) [The following activities are NOT covered:] <ul style="list-style-type: none">·Activities dealing with research topics unrelated to doctoral dissertations·Activities for the sole purpose of self-improvement and self-development (such as tuition for language training and certification courses etc.)·Paid research activities (including paid internships and part-time job)·Activities for which the applicant receives scholarships and research grants from other organizations and for which the applicant does not have to bear any cost
Period covered by the grant	Spring semester application: Research activities to be conducted from April 1, 2023 to March 31, 2024
	Fall semester application: Research activities to be conducted from September 26, 2023 to March 31, 2024
Grant amount	One of three grant categories: 100,000 yen, 300,000 yen, or 500,000 yen per case Calculate how much the applicant needs to realize the research plan, and selects and applies for the amount of the grant needed
Subsidized expenses	At the time of application, the applicant is required to submit a Budget Execution Plan that summarizes how the grant will be executed in order to realize the research plan. At this time, there are four expenses that can be included as execution expenses: (1) Goods Expenses, (2) Honorarium, (3) Travel Expenses and (4) Others. For details, please see the references attached. The grant cannot be used for personal living expenses or food and beverage expenses(*). *If the research subject is related to food or nutrition, and the applicant wants to include food and beverage expenses for research purposes in the applicant's operating expenses, the applicant will be asked to submit a separate statement of reasons. This case may be approved after reviewing the appropriateness of research purposes and expenses.
Number of recipients	Spring semester quota: 80, Fall semester quota: 40, Annual maximum: 120 Annual quota by classification (Assuming 500,000 yen x 30, 300,000 yen x 40, 100,000 yen x 50) *If the number of applications for the spring semester is less than the maximum, the number of applications for the fall semester will be increased. *The quota for each classification may be increased or decreased according to the total budget and the total amount of granting recipients.
Eligibility to apply	Those who are officially enrolled in either a Doctoral Program, Year 3 or above of an Integrated Doctoral Program, or 4-Year Doctoral program. [The following are excluded from the applicants:] ① Those who are on leave of absence at the time of application. Applying after reenrollment can be accepted.

	<p>*In case the recipient takes a leave of absence while receiving this grant, the eligibility may be revoked.</p> <p>② A student who has been selected as a recipient of this grant three times or more while being enrolled (four times or more for students in the 4-year doctoral program).</p>
Limit of receiving this grant	<p>The applicant can receive this grant only one time during the same academic year.</p> <p>Maximum number of receiving this grant while being enrolled is three times (four times for 4-year doctoral program).</p>
Obligations of Recipients	<p>(1) Submission of certificate of attendance and Pledge Statement Recipients are required to participate in the e-Learning Course on Research Ethics [eL CoRE] by JSPS (Japan Society for the Promotion of Science) and the Compliance Education, and submit the certificate of attendance and the Pledge in Public Research Funding.</p> <p>(2) Carry out planned research plans and execute expenses properly. Regarding expenses incurred through this grant, recipients will be required to submit a Financial Statement upon completion of the research activities, and <u>expenses will be confirmed based on the Financial Statement. Recipients are required to keep the necessary evidences for one year after selection, and to submit them to the university as necessary.</u> In case a false declaration or unauthorized use of expenses are found, recipients are required to refund the grant and will be punished in accordance with the Ritsumeikan University Student Disciplinary Regulations depending on the content.</p> <p>(3) Submission of Research Report and Financial Statement Recipients are required to submit a Research Report and Financial Statement within one month after completion of the planned research activities. The research progress and the appropriateness of spending expenses are confirmed according to the submitted documents, and an interview may be conducted depending on the situation. If recipients do not submit a Research Report and Financial Statement by the submission deadline at the end of the annual year, be aware that their selection may be revoked or they may receive penalty points when they apply for this program in the next academic year. Regarding the presentation of research results, recipients may be requested to present at research presentation events conducted by the Graduate Student Career Path Support Center, such as Hyakunin Ronbun (100 papers) at Ritsumeikan University or a 3 Minute Speech Contest etc.</p> <p>(4) Return of the Grant If the final spent amount is less than the amount of the grant awarded, the difference shall be returned to the university. In addition, if recipients do not engage in research activities or cancel the activities after being selected, the full amount of the grant awarded or the unspent amount shall be returned to the university.</p>

3. Application Period and Application Method

Spring semester application: 9:00, Monday, May 15, 2023 to 17: 00, Friday, May 19, 2023

Fall semester application: 9:00, Monday, October 16, 2023 to 17: 00, Friday, October 20, 2023

Please select and apply for the grant amount needed to realize the applicant's research plan. Application category cannot be changed after submission. Read "4. Points to note when applying" carefully, and prepare all the documents to be submitted 1-5 specified below. Applicants need to combine all PDF data and submit it as ONE PDF file from the following URL.

*In case any deficiency is found out after submission, points will be deducted at the document screening. According to the deficiency, the applicant's application will not be subject to review and will be rejected.

Submission URL: <https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20230323144017460410644>

*In case, due to unavoidable circumstances, the applicant wishes to submit the documents by post, please contact the RARA office by email in advance and send them by post by the submission deadline, taking care to fill in all required fields (by using a registered mail to keep the record of delivery).

Documents to be submitted

1	AY2023 Research Grant for Doctoral Students Application Form (Form 1) (including recommended comments by the applicant's academic advisor) *Download the format from the website of Graduate Student Career Path Support Center. *The signature or seal of the academic advisor must be put on the application form, OR a copy of the email etc. indicating that the supervising teacher has confirmed it must be submitted together.
2	Research Achievements Report*
3	Budget Execution Plan (Form 2)
4	Check Sheet for "Ethical Review of Research Involving Human Subjects at Ritsumeikan University" *If it your application has been reviewed, submit a check sheet with an approval number. *If your application is under review, specify that on the Application Form (Form 1).
5	(Only for applicable person) Statement of Reasons for Spending/Description related to Food/Ingredients and Food Expenses (Form 3) * See the section of subsidized expenses in 2. Application Details

*How to print out the Research Achievements Report:

Log in to the following URL with a Rainbow ID, click the "Proceed to Edit" and output a file from the "Research Achievements Report".

[Ri-SEARCH: Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers]

<https://gyoseki-web.ritsumei.ac.jp/ritgsap/P300>

Notes on preparing application documents:

- The font size is not specified (usually 10.5 points).
- Do not change the application format. All items should be written within the specified area. If the format has been changed, the application should be excluded from the screening.
- Be sure to check whether the total amount written on the Budget Execution Plan (Form 2) exceeds the Expected Grant Amount.

4. Points to note when applying

- ① Get the signature or personal seal, and recommendation comments from the academic advisor when applying.
- ② Make the application form understandable to the judges who may not necessarily be experts or not have previous knowledge of the applicant's field.
- ③ Acceptance of Research Ethics Review

Be sure to take appropriate measures if the applicant's 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 applicant's studies or investigations require legal procedures to comply with laws and regulations, the applicant would have to prepare necessary countermeasures or approaches in advance. (Examples: studies, investigations or experiments that require approval procedures at the information committee inside and outside of the research organization or the Ethics Review Committee, 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 experiment, and experiments on animals etc.) In case, the review of the below Ethics Review Committee is necessary, the applicant must apply to the Ethics Review Committee before conducting research activities. Since it takes approximately two months to get the result of review after applying, applications must be prepared in a planned manner.

(Applications for Ethics Review Committee for Research Involving Human Subjects)

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

(Applications for Ethics Review Committee for Medical and Health Research Involving Human Subjects)

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

(Applications for Ethics for Research Involving Animals)

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

- ④ If the applicant's academic status has changed or the applicant plans to change it during the application and receiving period, notify of the change to the RARA office as soon as possible, as the qualification as a recipient will

be withdrawn or reimbursement of the grant may be necessary.

5. About the Review

(1) The Review Committee

- 1) A two-stage documentary examination is conducted by multiple examiners, taking into account liberal arts and sciences. In case a large number of applications are submitted, applications with a low score in the first documentary examination may be rejected without a second documentary examination.
- 2) The review committee will decide whether or not to accept the application in each category after confirming the appropriateness of the two-stage documentary examination.
- 3) The results of the selection will be reported to the Research Committee.

(2) Criteria for review

A comprehensive evaluation is made based on the following points.

① Relationship between research objectives, plans and doctoral dissertations

Evaluate the clarity of research objectives, the concreteness of research plans and originality of the research. Evaluate the extent to which research activities supported by this research grant can be effectively utilized for the completion of doctoral dissertations, taking into account their relevance to the "research plans leading to the completion of doctoral dissertations".

② Research activity preparation progress and validity of execution plans

The feasibility of research preparation progress is evaluated by referring to the specifics of the research plan and the preparation status such as the status of negotiations with visiting research institutions. With regard to the budget execution plan, the purpose and content of the grant during the support period are confirmed, and validity of the expense items and the appropriateness of the amount are assessed.

③ Research achievements

Evaluate research achievements based on the "Research Achievement Report". The "Year Level" of the student in question will be taken into account in the evaluation.

④ (Only for applicable person) Status of Research Ethics Review

If the content of a research requires a Research Ethics Review, the status of the Research Ethics Review is also taken into account in the evaluation. If the research has not been screened, its selection is withheld or rejected.

⑤ Prospect of completion within the standard period of study

⑥ (For those who have been selected before) Research results at the time of selection * After AY2024

Evaluate Research Report(s) at the time of past selection. Failure to comply with the recipient's obligations, such as failure to submit Research Reports (late submission or not submitted), will result in rejection or a deduction.

6. Notification of review results

After the application period ends, the applications will be reviewed by the Review Committee and the acceptance or rejection will be notified by manaba + R.

If the applicant wishes to receive this grant, submit the following documents. The official decision shall be made after submitting the necessary documents. No grant shall be paid if there is no submission.

- (1) Pledge Statement and bank account information
- (2) Certificate of Attendance of Research Ethics Seminar and Compliance Education

7. Overall schedule

May 15, 2023 - May 19, 2023	Spring Semester Application Period
Late May to late June, 2023	Review by the review committee (for Spring Semester applications)
Early July, 2023	Results are sent through manaba+R
Mid-July, 2023	Submission of Pledge Statement <u>*If a Pledge Statement is not submitted by the deadline, this research grant will not be paid.</u>
Mid-August	The research grant is paid
October 16, 2023 - October 20, 2023	Fall Semester Application period
Late November, 2023	Review by the review committee (for Fall Semester applications)
Early December, 2023	Results are sent through manaba+R

Mid-December, 2023	Submission of Pledge Statement *If a Pledge Statement is not submitted by the deadline, this research grant will not be paid.
Late January	The research grant is paid
March 15, 2024	Submission deadline of Research Report and Financial Statement

8. Others

(1) Receiving the payment from JSPS Research Fellowship for Young Scientists, NEXT and RARA together

This does not prevent applicants from receiving the research grant while being a JSPS Research Fellowship for Young Scientists, NEXT or RARA Student Fellow. However, the status of using the research grant from JSPS Research Fellowship for Young Scientists, NEXT or RARA Student Fellow, the reason to receive both grants together and the way of using this research grant should be stated in the application when applying. The appropriateness and validity of this content should be included in the review items. Careful attention should be paid to the planned execution so that there is no surplus of research grant for the relevant year.

(2) Applications from those who have exceeded the standard period of study

Those who have exceeded the standard period of study can also apply. However, when there are a large number of applicants, students who are in the standard period of study may be prioritized.

(3) Conduct reassessment based on the Research Report

Review will be conducted again and evaluate the recipients' activities based on the research report. If expenses are not executed appropriately or research activities are not conducted, points may be deducted or the application may not be accepted when the application is submitted in the following year or later.

9. Handling of applications and personal information

(1) Submissions such as applications are used for review only. Submitted documents are not returned.

(2) Personal information obtained through applications, etc., will not be used for purposes other than the review.

10. Inquiries and mailing addresses

PIC of Research Grant for Doctoral Students, RARA Office

1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604 -8520

E-mail: g-schol2@st.ritsumei.ac.jp

* Write "Research Grant for Doctoral Students " in the subject when sending an inquiry by e-mail.

References

1. Expense Items That Can Be Included in the Budget Execution Plan

The "Research Fund Spending Guidebook" of Ritsumeikan University applies accordingly to expense items that can be included in research expenses and execution of expenses.

The amount that can be included in the execution plan of this grant is research expenses that are necessary for the recipient researcher to conduct research activities, and that fall under (1) to (4) below. It should be noted that, of course, this grant cannot be used for personal living expenses or food and beverage expenses.

Expense items	Overview and Expenditure Examples	Enforcement Notes
① Goods Expenses	Expenses for purchasing goods necessary to conduct research ① Books and magazines, materials, dictionaries, etc. ② Stationery, laboratory tools and materials ③ Various software (including license fees), etc.	
② Honorarium	1)Reward/Honorarium based on deliverables 2)Reward/Honorarium for lectures, professional guidance/advice, etc. 3)Reward/Honorarium for participants in medical research, Reward/Honorarium for questionnaires/interviews	Honorarium can't be paid to students outside of Ritsumeikan University, students/Post-Master's Research Students/ Doctoral Research Students of Ritsumeikan University, and it cannot be included in the total amount.
③ Travel Expenses	Expenses for domestic and international business travel (Collecting data, conducting various surveys, research meetings, presenting research results, etc.) *The daily allowance must be calculated according to the Research Fund Spending Guidebook .	① Travel expenses are calculated in accordance with the "Ritsumeikan Travel Expense Regulations". ② No more than 12,000 yen per night can be recorded as accommodation expenses.
④ Others	In addition to the above expenses to conduct research: Printing expenses, communication expenses (stamps, etc.), contracting services for interpretation, translation, proofreading, questionnaires, surveys, etc., expenses for printing and binding of materials, annual fees for academic conferences, expenses for presenting research results (Fees for conference participation, paper proofreading and journal submission)	Expenses of confectioneries/drinks or souvenirs are not subject to this.
<p>*For items that are objectively difficult to understand as being used for research purposes, please attach a detailed "Statement of reasons" (free form). For enforcement matters that are difficult to objectively determine, please contact the RARA office. Please note that the RARA office may also ask the purpose of use and request to submit a "Statement of reasons".</p> <p>*Lecturer category and the amount of honorarium Postdoctoral fellows out or RU, RU faculty members, etc.: 10,000 yen (this amount plus withholding tax equivalent) Other university faculty members, corporate executives, etc.: 30,000 yen (this amount plus withholding tax equivalent) University presidents, vice presidents, deans, corporate officers, etc.: 50,000 yen (this amount plus withholding tax equivalent)</p>		

2. If the research subject is food or nutrition, and the applicant wants to include food and beverage expenses for research purposes in the applicant's expenses

Applicants are requested to submit a statement of reasons (free form) separately. The statement of reasons should be submitted with the approval of the academic advisor under joint signatures, stating the purpose for which food and beverage expenses will be used and details of the breakdown of food and beverage expenses. The appropriateness of research purposes and expenses may be approved after review.

3. Examples of activities supported by the research grant offered before

- Transportation fee, accommodation fee, cost of purchasing related books and collecting materials to collect documents and data at the National Diet Library etc.,
- Transportation fee and accommodation fee to conduct field and interview surveys in and out of Japan, and purchase of equipment necessary for research and analysis
- Attendance at international conferences, symposiums, etc.
- Transportation fee, accommodation fee, cost of purchasing related books to visit research institutes in and out of Japan, attend research meetings and conduct joint researches
- Expenses incurred in requesting a survey to a survey research company