

**AY2024 Program to Support the Submission of Academic Papers
in Foreign Languages
- Application Guidelines -**



1. Objectives and Attributes of the Program to Support the Submission of Academic Papers in Foreign Languages

The program aims to promote the international dissemination of research results by providing researchers (faculty members) and graduate students of the University with a grant to cover proofreading fees and submission fees required to publish an academic paper in a journal. The application is open year-round, and the screening is conducted as necessary.

2. Details of Application

<input type="radio"/> Category for faculty members	
Subject of the grant	<p>The grant covers proofreading fees (up to 50,000 yen/paper) and submission fees (up to 50,000 yen/paper) required when researchers (faculty members) publish an academic paper in a journal.</p> <p>*If you apply to both proofreading fees and submission fees, the fees must be for a single paper.</p>
Expenses to be covered by the grant	<p>- Proofreading fees (up to 50,000 yen/paper)</p> <p>Expenses related to translation and proofreading of a paper (or a conference proceeding) to be submitted, selection of a journal for submission, pre-peer-review before submission, graphic modification for a paper, journal submission agent service, support for reposting after acceptance, and other incidental services.</p> <p>- Submission fees (up to 50,000 yen/paper)</p> <p>Expenses related to the publication of an academic paper (or a conference proceeding) (submission fees, article processing charge (APC), web APC, open access fee, printing cost of offprints and additional offprints, as well as postal transfer fees and cash transfer fees entailing these payments).</p> <p>*Depending on the contract of the journal to which Ritsumeikan University has an institutional subscription, authors affiliated with the University may be entitled to a free or discounted APC. Please be sure to check the following website when submitting to journals that allow open access.</p> <p>https://www.ritsumei.ac.jp/students/lib/c01/013/</p>
Eligibility	<p>All the following qualifications must be met.</p> <p>(i) Applicants must be full-time faculty members of the University (including those appointed for a fixed term).</p> <p>The eligible applicant shall be a Ritsumeikan University Professor, Associate Professor, Sennin Lecturer, Ninkisei Kyoin (Professor/Associate Professor/Lecturer/Assistant Professor), Tokubetsu Ninyo Teaching Staff, Tokumei</p>

	<p>Teaching Staff, Tokunin Assistant Professor, Tokubetsu Keiyaku Kyoin (Professor, Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor), Eminent Research Professor (Professor/Associate Professor), Research Professor (Professor/Associate Professor/Assistant Professor), or Research Staff (Senior Researcher/Researcher).</p> <p>(ii) Combined usage is permissible with individual research allowances or personal expenses, in principle. However, if the researcher receives grants from the Research Advancement Promotion Program that allows combined usage and other research funds to the use of which the fund distributor gives its consent, combined usage with those grants is permissible. Nevertheless, publicly funded research expenses (direct expenses) shall be excluded from the total.</p> <p>(iii) The budgets in this program are not permitted to be combined for use between multiple faculty members.</p> <p>(The maximum amount possible for a single grant is 100,000 yen for each application.)</p> <p>(iv) The application must be the first for the current academic year.</p>
Applicable grant period	The grant is applicable to academic papers to be submitted between April 1, 2024 and March 31, 2025 except for those written in Japanese. *The date of proofreading and submission shall be based on the date indicated on the invoice or receipt.
Application deadline	<p>Monday, March 24, 2025</p> <p>*If you are submitting a paper within the grant period and do not have the vouchers and other materials by the application deadline, please consult with the Research Office and apply on the SmartDB by the application deadline in accordance with its instructions. Applications submitted after the deadline will not be accepted.</p> <p>*Since the order placement, delivery, and payment must be completed in the same academic year to execute research funds in principle, consult with the affiliated Research Office in advance when any vouchers and other materials might be dated after the application deadline or the end of the relevant academic year.</p> <p>*Due to the budgetary constraints of the program, the grant will be closed when the corresponding budget for the academic year has been depleted. In that case, notification would be provided on the Division of Research website.</p>

○ Category for graduate students	
Subject of the grant	<p>The grant covers proofreading fees (up to 50,000 yen/paper) and submission fees (up to 50,000 yen/paper) required when graduate students publish an academic paper in a journal.</p> <p>*If you apply to both proofreading fees and submission fees, the fees must be for a single paper.</p>
Expenses to be covered by the grant	<p>- Proofreading fees (up to 50,000 yen/paper)</p> <p>Expenses related to translation and proofreading of a paper to be submitted,</p>

	<p>selection of a journal for submission, pre-peer-review before submission, graphic modification for a paper, journal submission agent service, support for reposting after acceptance, and other incidental services.</p> <p>- Submission fees (up to 50,000 yen/paper)</p> <p>Expenses related to the publication of an academic paper (submission fees, article and cover page publication fees, web APC, open access fee, conference participation fees, printing cost of offprints and additional offprints, etc. Postal transfer fees and cash transfer fees entailing these payments.).</p> <p>*Conference participation fees shall be covered only for the category for graduate students.</p>
Eligibility	<p>All the following qualifications must be met.</p> <p>(i) Applicants must be graduate students enrolled in regular courses at the University at the time of proofreading and submission of the relevant paper. It is not acceptable to apply for this grant while on a leave of absence. It is not permitted either to apply for this grant after returning to the University for a paper for which payment was made while on a leave of absence. Both of these cases are not applicable to the grant.</p> <p>(ii) The application must be the first for the relevant academic year.</p> <p>(iii) The budgets in this program are not permitted to be combined for use between multiple graduate students.</p> <p>(The maximum amount possible for a single grant is 100,000 yen for each application.)</p>
Applicable grant period	<p>The grant is applicable to academic papers to be submitted between April 1, 2024 and March 31, 2025 except for those written in Japanese. (Only papers written during the period of enrollment are applicable: for those who are scheduled to complete the course by the end of the relevant academic year, see below)</p> <p>(Applicable grant period for those scheduled to complete their course in AY2024)</p> <p>- Completion in September 2024: By September 23 for master's course students; by September 25 for doctoral students</p> <p>- Completion in March 2025: By March 20 for master's course students; by March 31 for doctoral students</p> <p>*The date of proofreading and submission shall be based on the date on the receipt, but if the transfer is to be made to the combined faculty research fund, it shall be based on the date on the invoice or delivery note.</p>
Application deadline	<p>Monday, March 24, 2025</p> <p>(Monday, September 2, 2024 for those who are scheduled to complete the course in September 2024)</p> <p>*Since the order placement, delivery, and payment must be completed in the same academic year to execute research funds in principle, consult with the affiliated Research Office in advance when any vouchers and other materials might be dated after the application deadline or the end of the relevant academic year.</p>

	<p>*There is a separate provision for “advance application.” Details will be announced on manaba+R, etc. approximately one month prior to the start of the “advance application.”</p> <p>*Due to the budgetary constraints of the program, the grant will be closed when the corresponding budget for the academic year has been depleted (projected upper limits: 130 papers for proofreading fees, 140 papers for submission fees). In that case, notification would be provided on the Graduate Student Career Path Support Center website within manaba+R.</p>
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3. Grant Award Decision

The decision to award a grant is determined through a screening process.

4. Points to Note

- (1) Application for the “Program to Support the Submission of Academic Papers in Foreign Languages” can only be submitted once during the applicable grant period.

*If you are to submit a paper that has received the program’s grant to cover the proofreading fees, the application is acceptable even during the same academic year.

- (2) Handling of co-authored papers

If one of the authors applies for a co-authored paper, the other co-author can apply for another paper in the same academic year. The maximum amount to be provided per application is 100,000 yen for both faculty members and graduate students. The amount remains the same in cases where co-authors of a paper belong to the same category (category for faculty members: up to 100,000 yen; category for graduate students: up to 100,000 yen).

However, if the relevant paper is co-authored by a faculty member and a graduate student (co-authors: Graduate Student D and Professor E; applicant: Graduate Student D and Professor E), application for both categories may be made at the same time (categories for faculty members + graduate students: up to 200,000 yen).

In the category for graduate students, moreover, only doctoral students may apply for the “Program to Support the Submission to High-impact Journals” at the same time.

If Professor A applies for the grant for a co-authored paper of Professors A and B, Professor A will be considered to have applied once; Professor B can apply for a grant for another paper during the same academic year. The grant per paper is up to 100,000 yen, and the limit does not change regardless of the number of authors. (A paper co-authored by two ≠ up to 200,000 yen)

- (3) While the grant is “not applicable” to academic papers, even in a foreign language, submitted to the University journals such as [Bulletin of the Ritsumeikan University XX Research Institute], etc. in the category for faculty members, it is “applicable” in the category for graduate students.
- (4) The paper that has received the program’s grant must be submitted to an academic journal. However, no refund will be requested for peer-reviewed papers that are not accepted by the journal after submission.
- (5) [In the category for graduate students only]

Those with JSPS Research Fellowships for Young Scientists (DC1, DC2) may apply only when conducting research that is considered to further develop their research topics.

5. Notification of Screening Results

Applicants will be notified in turn of the screening results.

6. Application Documents and Personal Information Handling Policy

- (1) Submitted application documents will be used for screening purpose only. The submitted documents shall not be returned.
- (2) Personal information obtained from submitted application documents, etc. shall not be used for purposes other than screening.

7. Application Procedure

Go to the URL below for web application based on the prescribed forms.

- Category for faculty members:

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=12287>

- Category for graduate students:

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=13451>

Attach the following documents in Word, PDF, etc. to apply on the web.

<input type="radio"/> Category for faculty members	
Proofreading fees	- Data of the proofread paper - Quotation - Delivery statement - Invoice *In case of reimbursed payments, in addition to the documents above, submit a receipt or a credit-card statement.
Submission fees	- Data of the submitted paper - Invoice *In case of reimbursed payments, in addition to the documents above, submit a receipt or a credit-card statement.

<input type="radio"/> Category for graduate students	
Proofreading fees	- Data of the submitted paper - A statement verifying the basis for the amount (quotation, deliver statement, etc.) - Receipt (*1, *2) - (If there is no receipt available, or if you paid in foreign currency with a credit card) Credit card statement (*1, *2, *3) *If the transfer is to be made to the combined faculty research fund, invoices and delivery notes related to the relevant research expenses are acceptable instead of receipts. (*4)
Submission fees	- Data of the submitted paper

	<ul style="list-style-type: none"> - A statement verifying the submission/acceptance of the relevant paper (documents, e-mails, etc.) - Receipt (*1, *2) - (If there is no receipt available, or if you paid in foreign currency with a credit card) Credit card statement (*1, *2, *3) < For submissions to international conferences > - Data of the submitted paper - Documents describing the outline of the relevant international conference (date, submission fee, etc.), or a statement verifying the submission/acceptance of the relevant paper (documents, e-mails, etc.) - Receipt (*1, *2) - (If there is no receipt available, or if you paid in foreign currency with a credit card) Credit card statement (*1, *2, *3) *If the transfer is to be made to the combined faculty research fund, invoices and delivery notes related to the relevant research expenses are acceptable instead of receipts. (*4)
<p>*1 Prepare a scanned data with your signature or seal on the part that corresponds to the reverse side of the receipt.</p> <p>*2 When the name on the receipt and credit card is that of a faculty member who is a co-author, the scanned data must be prepared with the signatures or seals of both the faculty member and the graduate student. If the credit card payment was made by a credit card other than the applicant's, the scanned data must be signed or sealed by both the credit card holder and the applicant.</p> <p>*3 Unconfirmed credit card statements are not acceptable.</p> <p>*4 Prepare a scanned data with the payer's signature or seal on the part that corresponds to the reverse side of the invoice/delivery note.</p>	

8. Inquiries

○ Category for faculty members

Campus	Office/Persons in Charge
Suzaku	Research Office at Kinugasa Campus: Kawasaki (Ms.), Sakane (Ms.) 1st floor of Shugakukan Hall Ritsumeikan University Kinugasa Campus
Kinugasa	56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN TEL: 075-465-8233/Extension: 511-2407 E-mail: k-seido@st.ritsumei.ac.jp
Biwako-Kusatsu	Research Office at Biwako-Kusatsu Campus: Ritsumeikan University Biwako-Kusatsu Campus 1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577 JAPAN <<Natural Sciences>> Nishikawa (Mr.), Hori (Ms.) 3rd floor of Research Center for Disaster Mitigation System TEL: 077-561-3488/Extension: 515-6522, 515-6521 E-mail: b-kodoka@st.ritsumei.ac.jp <<Social Sciences>> Nishikawa (Mr.), Kitagawa (Ms.) 5th floor of Across Wing TEL: 077-561-3945/Extension: 515-6522, 515-7852 E-mail: b-kodoka@st.ritsumei.ac.jp
Osaka Ibaraki	Research Office at Osaka Ibaraki Campus: Matsumoto (Mr.), Sharyo (Ms.) 8th floor of Building A Ritsumeikan University Osaka Ibaraki Campus 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN TEL: 072-665-2570/Extension: 513-3521, 513-3517 E-mail: oiicro-k@st.ritsumei.ac.jp

○ Category for graduate students

Campus	Office/Persons in Charge
All campuses	Person(s) in charge of the Program to Support the Submission of Academic Papers in Foreign Languages (category for graduate students), RARA Office 5th floor of Nakagawa Hall Ritsumeikan Suzaku Campus 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520 JAPAN TEL: 075-465-8190/Extension: 510-2216, 510-2217 E-mail: g-schol2@st.ritsumei.ac.jp

Request for Researcher Database Input

Ritsumeikan University Researcher Database is a database to publicize research achievements and researchers' profile on the web.

Those who have taken advantage of this program should make sure to register the information on the research achievements gained from this grant in the database.

For details, please check the Division of Research website below.

(https://www.ritsumei.ac.jp/research/member/researcher_login/index.html/)

Graduate students should register at the URL below.

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