

Application Guidelines for AY2024 Ritsumeikan University KENKYUKAI-KATSUDO Grant (Grant for Student Research Societies)

1.Objective

The objective of KENKYUKAI-KATSUDO Grant is to encourage graduate students to engage in research activities voluntarily with students of different graduate schools as a member of a Student Research Society (hereinafter referred to as "Society").

2.Grant Details

(1) Number of Eligible Societies

The grant will be provided up to 30 Societies per academic year.

* The number of Societies accepted in Spring semester is 25, and 5 in Fall semester.

* If the total number of Societies accepted at the time of Spring application does not reach 25, the remaining numbers of Societies will be accepted additionally at the time of Fall application.

(2) Support Details

1)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 planning and conducting (hereinafter referred to as "Event Expenses"). Each Society must submit the estimated annual cost of Event Expenses at the time of application. (hereinafter Ritsumeikan University is referred to as "the University")

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 has a useful life-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 also subject to this item.
Honorarium	① Honorarium related to invited lecturers outside of the University ② Honorarium for translation ③ Honorarium for revision etc.	① Honorarium can't be paid to students outside of the University, students/Post-Master's Research Students/ Doctoral Research Students of the University. ② Societies must not pay directly to invited lecturers 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 the 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 cos 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,	Expenses of confectioneries/drinks or souvenirs are not subject to this. (Excluding the case when the Office of

	proofreading, questionnaire, survey etc. ②Expenses for printing materials / bookbinding etc. ③Venue rental fee for a Society, equipment rental fee ④Communication charge, postage ⑤Bank transfer fee etc.	Graduate Studies approves its necessity)
<p>*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".</p> <p>*Lecturer category and the amount of honorarium -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 (All of the amount above includes the withholding tax)</p> <p>*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 in Graduate Study Rooms 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.</p>		

2)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)Applicable Period

①Societies accepted for Spring Application

Expenses incurred by a Society held from April 1, 2024 to February 28, 2025

②Societies accepted for Fall Application

Expenses incurred by a Society held from September 26, 2024 to February 28, 2025

3. Application

(1) Application Qualification

A Society must fulfill all the following requirements.

- 1) A Society must be made up of 3 or more graduate students of the University.
- 2) A Society must be made up of students from at least two or more graduate schools*¹ at the University.
- 3) The representative must be a graduate student of the University*².
- 4) The deputy representative must be a graduate student of the University at a graduate school*¹ different from that of the representative.
- 5) A Society must present research achievements in Mid-Term Report and Final Report as part of Society activities by using this grant.
- 6) A Society must not receive duplicate disbursements of this grant and other budget for the same expenses (A Society is allowed to use other budget if disbursement is for different expenses).

*¹ If it is difficult to recruit members from more than one graduate school when applying, please detail the reason in the application. If your application is adopted, we will provide support for expenses and facilities after we confirm that you have added graduate students from other graduate schools.

*² A representative cannot be a representative in more than one Society. If a representative changes from the time of the application, submit the 登録者変更届(Application form for changing registered Society members) promptly.

- ※The 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.
- ※Undergraduate students of the University are eligible to become members of the Societies (also eligible to receive the disbursement).

(2) Application Period

①Spring Application

Monday, April 22, 2024 to Monday, May 10, 2024 by 17:00(JST)

②Fall Application

Monday, July 29, 2024 to Friday, August 23, 2024 by 17:00(JST)

(3) How to Apply

Fill out "AY2024 Application Form for KENKYUKAI-KATSUDO Grant " and upload and submit your application on the application form below. Please refer to " KENKYUKAI Management Guidelines " for information on the execution of expenses and management of the study group.

[Where to submit]

[Application submission form](#)

*We do not accept applications submitted in any other manner.

*Due to the specifications of the application submission form, it may be possible to submit the application after the application deadline, but the office will only determine if the "submitted time" meets the deadline.

[Application materials]

Please refer to the following website for application form and KENKYUKAI Management Guidelines.

< Master >

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

< Doctoral >

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

(4) Application for ethics review

Be sure to take appropriate measures if your 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 your studies or investigations require legal procedures to comply with laws and regulations, you would have to prepare necessary countermeasures or approaches in advance. (Example cases: Studies, investigations or experiments that require approval procedures at the ethics committee or the information committee inside and outside the research organization, 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 research, and experiments on animals.) In case, the review of the below ethics committees is necessary, you must apply to the ethics committee before applying for this grant. Since it takes approximately two months to get the result of review from your application, applications must be prepared in a planned manner.

(Application for ethics review for research involving human subjects)

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

*Japanese version only

(Application for ethics review for medical and health research involving human subjects)

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

*Japanese version only

(Application for ethics review for research involving animals)

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

*Japanese version only

4. Schedule after Application

The submitted applications will be reviewed by the screening committee and the result will be decided. The screening results will be announced to the representatives of each Society through manaba+R. The representatives of the selected Societies must attend the Briefing Session.

	Spring Application	Fall Application
Application Screening by Screening Committee	Late May, 2024	Mid-September, 2024
Announcement of Screening Results	June 3, 2024	September 24, 2024
Briefing Session	Mid to Late June, 2024	Early October, 2024

*The details will be informed later.

5. Mid-Term Report/Final Report

Members of selected Societies must submit the Mid-Term Report, Research Report and a poster (scheduled to be submitted early March,2025). In addition, a Poster Session will be scheduled to be held jointly with other scholarships/research grant programs managed by Graduate Student Career Path Support Center in June, 2025, and members of selected Societies need to participate in and report their research results on this day. The details of each report and session will be informed later.

<Inquiries>

RARA Office

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