【Category for graduate students】　Electronic Application Manual for Supervising Professors

■How to respond to applications from graduate students
1)　When a graduate student makes an electronic application, a confirmation/approval request email will be sent to the RU email address.
2)　Click the URL provided in the email 1) to access the application details confirmation screen (SmartDB).
3)　Download and check the attached application format (Excel) and attached documents (PDF).
4)　If there are no particular problems after checking, please select the "予算執行区分/Budget execution options"
　　 in the section of "Supervising Professor's use only".
　　 → If (2) is selected, please enter "Budget Name" "Department in charge" and "Supervising Professor in charge" in the text field.
　　 → Both (2) and (3) can be selected at the same time.
　　 → If the content of the application from the graduate student is insufficient, please click "差戻し/Decline."
5)　Once you click "承認/Approve," the application will be submitted to the RARA Office.

The RARA Office will check various requirements upon arrival at the office, and the payment will be made if there are no problems.
　　→If "差戻し/Decline" is made at the RARA Office, the graduate student will have to reapply. Please reconfirm and approve it again.

■Other exceptional application methods
　(Such as making a lump-sum payment to a contractor in advance with other research fund ,
　 and then appropriating a portion of the amont paid with the research fund under this program.)
0)　Graduate students go through the application process as usual,
　　and the supervising teacher checks (2) & (3) in the "Budget execution options" and fills in the necessary information.
1)　The office in charge receives applications from the supervising professor for the use of such research funds.
2)　The office in charge processes withdrawals according to the request of the supervising professor.
3)　The office in charge makes a request to the RARA Office to transfer the amount to be appropriated under the Scheme.
4)　The RARA Office will account for it based on the transfer request in 3).

キャンセル/Cancel　保存/Save　更新履歴/Update history　　承認/Approve　差戻し/Decline

2023-0007

外国語論文投稿支援制度【大学院生区分】申請フォーム
Program to Support the Submission of Academic Papers in Foreign Languages (for Graduate Students) Application Form

・本申請フォームは申請書一式を事務局に提出するためのシステムツールです。
・本制度の各種申請期限は募集要項に記載されています。期限内に提出されたかは、事務局（RARAオフィス）に本申請が到着した日時で判断します。
・This application form is a system tool for submitting a complete application form to RARA Office.
・The various application deadlines for this system are listed in the application guidelines.
　Whether the application is submitted on time will be determined by the date and time the application arrives at RARA Office.

| ステータス | 申請中（経路2）/Application in Process (Route 2) | 現在の担当者 | Instructor Name |

■経路1 記入欄

申請日	2023/04/25
申請課	Graduate School Name
申請者	Applicant Name(graduate student)

申請書添付場所／Application Upload Area

* 2023_申請書／Application Form.xlsx(33.6KB) ✕

(3) Download and check.

ここにファイルをドロップ または クリックしてファイルを選択

※申請書は大学院キャリアパス推進室HPからダウンロードし、Excelファイルでアップロードすること／Application forms must be downloaded from the following site and uploaded as an Excel file.
【日本語】
[M] https://www.ritsumei.ac.jp/ru_gr/g-career/fellow/master/article.html/?id=52
[D] https://www.ritsumei.ac.jp/ru_gr/g-career/fellow/doctor/article.html/?id=52
【English】
[M] https://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/master/article.html/?id=52
[D] https://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html/?id=52
※申請書の添付資料は下に添付のこと／Required Materials Files should be uploaded to the following areas.

申請内容にかかわる添付書類／Required Materials Files

* testdata30mb.pdf(30MB) ✕
* testdata10mb.pdf(10MB) ✕

(3) Download and check.

ファイルをドロップ または クリックしてファイルを選択

※申請書記載の添付資料はここに添付のこと／Required Materials Files should be attached here.
※全て「PDF」にして添付すること／All Files must be in PDF format.
※ファイルサイズは合計で50MBまでとすること／File size should not exceed 50 MB in total.

指導教員確認欄／Supervising Professor's use only

予算執行区分／Budget execution options
該当するものにチェック／Check applicable

(4) Select a budget category to be executed.

* ☐ (1) 外国語論文投稿支援制度(大学院生区分)のみで執行する　　　　　　　nt only (no use of other research funds)
* ☑ (2) 他の予算・研究費も合わせて執行する。／Use other re　　　　　write the name of research funds below.
* ☐ (3) 「外国語論文投稿支援制度(教職員区分)」「ハイ・インパクトジャーナル投稿支援制度」を併用する。／Use this grant in combination with "Program to Support the Submission of Academic Papers in Foreign Lang

上で(2)を選択した場合、「予算名称」「担当部門」「担当教員名」を記入してください。
If you selected (2) above, please write the name of research funds, department in charge, and professor in charge.

予算名称：テスト
担当部門：テスト
担当教員名：テスト

【合算時の注意点／Considerations when using other research funds together with this grant】
●科研費とは合算できません／Cannot be used with KAKEN-HI.
●必ず各リサーチオフィス（実験実習費は各学部事務室）で確認してください／Be sure to check with the Research Office (admin. office of each graduate school for lab. expenses).
●「外国語論文投稿支援制度(教職員区分)」「ハイ・インパクトジャーナル投稿支援制度」の申請自体は、先生からリサーチオフィスに申請してください。／For the application of "Program to Support the Submission of Academic Papers in Foreign Languages(for faculty members)" and "Program to Support the Submission to High-Impact Journals", please apply to the Research Office.

事務局所見／RARA Office coments

■経路設定

	（1）	（2）	（3）	（4）	（5）	（6）
経路1/Route 1 大学院生／Graduate Student	申請者（自動挿入） Applicant Name (graduate					
経路2/Route 2 指導教員／Supervising Professor	指導教員／Supervising Professor *入力必須／Input Required * 🔍 Supervising Professor Name					
経路3/Route 3 事務局(RARAオフィス)／RARA Office	Admin. Office approving flow path					
メール通知	☑次の担当者へ自動でメール通知する チェックを入れたままにしてください。チェックを外すと次の方にメール連絡されません。 Leave it checked. If you uncheck it, the next person will not be contacted by email.					

■閲覧権設定用ブロック

| 追加閲覧権 ※追加で閲覧権が必要な場合は 設定してください。 | 🔍 |

アクティビティ名	実施日時	実施者
▶ Start	2023/04/25 15:10	Applicant (graduate
承認	進行中	

(5) Click this (the application will be sent to the RARA Office).

キャンセル/Cancel　保存/Save　更新履歴/Update history　　承認/Approve　差戻し/Decline