

Application Guidelines for Ritsumeikan University Graduate School

Grant for Publication of Doctoral Dissertation Fall Semester AY2023

1. Purposes and features of grant system for publication of doctoral dissertation

This program is to encourage Ritsumeikan University graduate students to publish the research results in their dissertation as an academic book. This program will provide financial assistance to support those who earned a doctoral degree from Ritsumeikan University to publish their doctoral dissertation for the purpose of making outstanding research results in their areas open to the public.

2. Grant Information

Grant Category	Publication of doctoral dissertation submitted to apply for a doctoral degree (type <i>Kogo</i>) of the University (Single author only) *Only for commercial publication by a publisher *The following are not covered by this grant: (1) Publication planned by a publisher and publishing costs are all covered by the publisher. (2) Published by a printing company, not by a publisher.
Grant Coverage	Publishing costs *Publishing costs shall mean composition costs, bookbinding costs, printing costs, paper, translation and proofreading costs, and shall not include transportation expenses required to attend meetings, etc.
Grant Period	Publication to be published by March 31, 2025
Grant Amount	Maximum of 1,000,000 yen per project
Number of Project	Approximately 15 projects are scheduled to be selected per year
Eligibility	All applicants must meet either of the following two criteria: 1) Those who are enrolled in a doctoral program or an integrated doctoral program of one of the eligible graduate schools at Ritsumeikan University stated below when applying, and have completed application procedures for doctoral degree (type <i>Kogo</i>) to be conferred on March 31, 2024. 2) Those who had been enrolled as a graduate student in Fall semester 2023, had completed the application procedures for doctoral degree conferral (type <i>Kogo</i>) by September 25, 2023, then withdrew from the University without degree, and will (or expected to) be awarded a doctoral degree backdated to September 25, 2023 (retroactive degree holder). *Target of retroactive degree: Those who enrolled in a doctoral program or an integrated doctoral program in/before 2009, and those who transferred to an integrated doctoral program from the third year in/before 2011.
Eligible Graduate School	Graduate School of Law, Graduate School of Economics, Graduate School of Business Administration, Graduate School of Sociology, Graduate School of Letters, Graduate School of International Relations, Graduate School of Policy Science, Graduate School of Core Ethics and Frontier Sciences, Graduate School of Technology Management, Graduate School of Sport and Health Science, Graduate School of Human Science, Graduate School of Gastronomy Management
Application Period	From 9:00 a.m. on Monday, January 15, 2024 to 5:00 p.m. on Friday, February 2, 2024 (JST)
Application Materials	Submit the following documents in PDF format (if it is difficult to convert into PDF, contact the RARA Office in advance). 1) Application Form for Ritsumeikan University Graduate School Grant for Publication of Doctoral Dissertation Fall Semester AY2023 2-1) Copies of doctoral degree dissertation 2-2) Copies of the abstract 3) Estimates from publishers (the estimate of translation expenses in case you used translation services). * Publishers you select must be based in Japan. * As a general rule, estimates from more than one company are required. When submitting an estimate by one publisher only for any particular reason, explain the reasons. 4) Publication approval by publishers in writing (free format) 5) Research Achievements Report (print out from Ri-SEARCH) *Refer to "4. Notes on applying." 6) Copy of an application form for doctoral degree conferral * In case the applicant has already completed the doctoral program, this is NOT required.

	<p>7) Copy of a resume * Must submit the copy of the resume which was attached when applying for the doctoral degree conferral.</p> <p><Format can be downloaded from the website of Graduate Student Career Path Support Center> http://www.ritsumei.ac.jp/ru_gr/g-career/eng/fellow/doctor/article.html?id=53</p>
How to apply	<p>The necessary documents <u>excluding 2-1) above</u> should be converted to PDF for each, and submitted them through the dedicated web application form. (See detail “10.Places for Submission of Application Materials”)</p> <p><u>ONLY 2-1) Copies of doctoral degree dissertation</u> should be submitted as a PDF format by sending an email to the email address below. Email address: g-schol2@st.ritsumei.ac.jp *Those “Eligibility 2)” applies to should contact the RARA office by email in advance.</p>
Requirements for Receiving Grant	<p>Applicants must meet both of the following requirements:</p> <ol style="list-style-type: none"> 1) Will earn or earned a doctoral degree with the dissertation applied 2) Published the doctoral dissertation and completed all necessary procedures for receiving grant by March 31, 2025.

3. Screening

(1) Ritsumeikan University Graduate School Grant for Publication of Doctoral Dissertation Screening Committee

- 1) Applications will be evaluated by the screening committee based on evaluation items, and a final decision will be made.
- 2) The result of the screening will be reported to the Research Committee.

(2) Screening Criteria

Evaluation will be made in a comprehensive manner based on the following criteria:

- 1) Whether the research results have high academic value.
- 2) Whether the publication plan is clear and it will be definitely published by the Grant period.
- 3) The status of related research results and research achievements of the applicant.

*In case the number of applications is more than the number of this project, those who have not published any book before applying for this grant may take priority.

4. Notes on applying

- (1) In the selection process, faculty members from a field other than yours may evaluate your application. Accordingly, try to make your application easily understandable to such persons.
- (2) Be sure to fill in the section of Publication Expenses in the application form if you receive any other grants.
- (3) Select publishers at your own responsibility. The University will not designate or introduce publishing companies. Besides, this grant may be subject to tax under the Income Tax Act. So, publishers must be based in Japan to take the procedure according to Japanese Tax Law.
- (4) In order to verify the reliability of estimates, estimates from publishers must be issued for the same number of copies under the same conditions as a basic rule, except for some particular cases.
- (5) The application form must be maximum of 4 pages in Japanese/English. Modification to the form is not permitted.
- (6) The application form will be photocopied and printed in black and white for evaluation.
- (7) If you are found not to meet the eligibility criteria after the receipt of application materials, your application materials will not be evaluated and will be disposed.
- (8) Depending on the overall number of applications accepted, your application may be accepted with lower amount of grant.
- (9) Those who are recipients of JSPS Research Fellowships for Young Scientists or any other scholarships, and who want to find out if you are eligible to receive this grant, contact the RARA Office.
- (10) As for Research Achievements Report, create them by downloading the format from the website of Graduate Student Career Path Support Center, or printing out your Research Achievements Report by logging into the Ri-SEARCH. However, if those who had already completed their programs want to use the Ri-SEARCH, an application for the extension of use must be submitted in advance. Please check the procedure from the website below. To be able to use the system, it would take approximately two weeks from the application.
<Website of Graduate Student Career Path Support Center, Ritsumeikan University “About Ri-SEARCH”>
http://www.ritsumei.ac.jp/ru_gr/g-career/eng/research/

5. Announcement of Results

Applicants will be notified of the selection results in writing late March, 2024. Those who wish to receive this grant are required to submit the documents below.

(1) Pledge Statement

Upon receipt of the signed Pledge Statement, successful applicants will formally become grant recipients. If a signed Pledge Statement is not submitted, no grant disbursement will be made.

(2) Copy of the contract agreed between the applicant and the publisher

6. Payment of Publication Subsidies

(1) Procedures for publication

Submit “the invoice (in applicant’s name)” and “the Bank Account Information” to the RARA Office. After checking the submitted materials, payment will be made to the bank account designated by the applicant (in applicant’s name only) in about two months after the receipt* of such materials.

*Receipt of such materials means the date of submitting all required materials to the University without any deficiency.

(2) Procedures after publication

After publication of the doctoral dissertation, submit “5 published books”, “the receipts (in applicant’s name)” and “Publication Completion Report” to the RARA Office by Friday, February 28, 2025. In case the amount paid is higher than the amount written on the receipt, you must refund the difference. Moreover, if all necessary procedures can’t be finished by the Grant Period, all amount you received once must be refunded.

7. Obligations of Grant Recipients

- (1) Grant recipients shall be solely responsible for all works and activities outsourced to the publisher that will publish their doctorate dissertations.
- (2) Grant recipients shall clearly state in foreword or afterword of the published book that “the book was published with support from Ritsumeikan University Graduate School Grant for Publication of Doctoral Dissertation”.
- (3) Grant recipients shall publish their doctoral dissertations by the Grant Period, and complete the process for receiving the grant payment by the Grant Period.
- (4) Upon completion of publication, grant recipients shall submit 5 published books to the University for its record and library archive. (The published books will be made available to read in the libraries and other facilities.)
- (5) This grant may be subject to tax under the Income Tax Act. Grant recipients shall perform all necessary procedures on their own responsibilities if required by law. For inquiries, contact the nearest Tax Office directly.

8. Cancellation of Grant

Grant will be cancelled if any of the following apply to the recipients:

- (1) In case grant recipients could not publish their doctoral dissertations by the Grant Period, or found out that there was no chance to publish their doctoral dissertations.
- (2) In case grant recipients’ dissertations submitted for doctoral degree conferral were not approved and doctoral degrees were not awarded.
- (3) In case we found out that the recipients had made false entry in application materials, proofs or other submission documents, or any other wrongful acts were discovered.
- (4) In case grant recipients did not take the necessary procedures stated in the application guidelines.
- (5) In case plagiarism or fraudulence was detected in the grant recipients’ doctoral dissertations.
- (6) Other than the above, in case the decision was made by the Director of the Division of Research that offering grant for publication of the doctoral dissertation is inappropriate.

9. Handling of Application Forms and Personal Information

- (1) Application forms and other submitted documents will be used only for selection and will not be returned.
- (2) Personal information obtained from application and other submitted materials will not be used for any purposes other than the selection.

10. Places for Submission of Application Materials

- (1) Since you can not reapply after applying through the application form, you should check your application documents carefully before applying. If you have any questions, contact the RARA office at your leisure.
- (2) Submissions by mail or e-mail are not accepted.
(Those “Eligibility 2”) applies to should contact the RARA office by email in advance.)

[<Application Form>](#)

11. Supplementary notes

- (1) Before publishing, you are allowed to revise and edit your doctoral dissertation partially. However, if the contents or the volume of the dissertation you are going to publish are extremely different from the original dissertation, or if it is

difficult to assume that they are the same doctoral dissertation, we cannot support publishing the revised one. Also, once you are selected as a recipient of this grant, you need to begin the composition/ typesetting and proofreading processes by your publisher right away. You are advised to complete revising, editing or adjusting the volume of your paper by the end of summer. Please keep in mind that if you conduct revising, editing and re-composing process after summer, there is a high possibility that you will not be able to publish your doctoral dissertation. You need to work on this in a planned way because your receipt will be cancelled if you cannot publish your book by the Grant Period.

- (2) This grant is different from the publishing grant which JSPS provides with the fund from outside sources. Therefore, we recommend you to apply for the JSPS's publishing grant regardless of the fact that you are selected as a recipient of this grant or not.
- (3) If you plan to publish in "Print-on-demand publishing (POD)" (*), be sure to include your "application" reasons other than the cost of publication, such as what you can expect in your research and field and how it will lead to your future career etc. by choosing the PDO.

(*Roughly speaking, after receiving an order from a prospective purchaser, the publisher prints and binds the book and delivers it to the prospective purchaser. Under this grant, it is assumed that the publisher has obtained the ISBN publisher code, regardless of whether the publisher is "Print-on-demand publishing " or not.)

12. Inquiries

Person handling "Doctoral Dissertation Publication Grant Program"

RARA Office

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

Tel: 075-813-8560

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

Note : If you send us an inquiry by email, please remember to write "Inquires about Doctoral Dissertation Publication Grant Program" as a subject.