

February 2024

## **Submission of Documents for AY2024 Individual Research Allowance (Guidance)**

Deans, Division of Research

Mitsuyuki INABA

Takeyuki OKUBO

The purpose of the Individual Research Allowance is to contribute to the maintenance and improvement of research standards and the advancement of research by providing subsidies for the daily research of Ritsumeikan University faculty members. Those who wish to receive the Individual Research Allowance for AY2024 (both Travel Allowance and Material Allowance) are required to prepare and submit a “Research Progress Report and Research Plan for Individual Research Allowance” (hereinafter referred to as “Report and Plan”) to the relevant Research Office by the designated date at the end of the current academic year, in accordance with the Ritsumeikan University Regulations on Handling the Individual Research Allowance (Article 10: Those who have received the Individual Research Allowance must submit a research progress report and a research plan for the next academic year). The office then will send it to the relevant Dean of the College or Director for the final approval, in accordance with Ritsumeikan University regulations.

### **1. Submission period of Report and Plan**

Please submit your online application via Sm@rtDB during the following period.

From the viewpoint of raising awareness for the proper execution of research funds, a questionnaire on the prevention of misuse of public research funds is attached to the end of the “Report and Plan.” Your kind cooperation and reconfirmation would be much appreciated.

**February 1 (Thu.) - March 1 (Fri.), 2024**

### **2. Individual Research Allowance (overview)**

#### **(1) Eligible applicants**

i) Tenured faculty (\*excluding Sennin Lecturers in Basic Natural Sciences and Sennin Lecturers in Foreign Languages), ii) Fixed-term faculty, iii) Specially appointed professors (Tokubetsu Ninyo Professors), iv) Senior specially appointed professors (Tokumei Professors), and v) Fixed-term faculty whose employment contracts prescribe the provision of the Individual Research Allowance

■ Fixed-term faculty should check their individual employment contracts for details. If the contract does not contain a provision regarding the Individual Research Allowance, or if it prescribes that the allowance is provided as part of the benefits, this procedure is not required.

#### **(2) Amount of allowance**

**390,000 yen**

(3) Execution of AY2023 Individual Research Allowance by the end of the academic year

The deadline for submission of execution documents for AY2023 is **March 1 (Fri.), 2024.**

The Individual Research Allowance cannot be carried over to the next academic year, so each of you will be advised to execute your allowance in a systematic manner.

### 3. Contact information

**\*The College of Information Science and Engineering and the College of Imaging Arts and Sciences will move to OIC in April 2024. For inquiries regarding this procedure, please contact the following. The person in charge for 2024 will be announced separately.**

Campus	Affiliation	Person(s) in Charge		E-mail
Suzaku	School of Law Graduate School of Professional Teacher Education	Office of Research Planning and Development (5th floor, Nakagawa Hall)	HAMAUZU/ FUSHIYA	kickoken@st.ritsumei.ac.jp
Kinugasa	College of Law	College of Law Common Laboratory (5th floor, Shugakukan Hall)	SUGAWARA	
	College of Social Sciences	College of Social Sciences Common Laboratory (3rd floor, Shugakukan Hall)	E. HAYASHI	
	College of International Relations	College of International Relations Common Laboratory (5th floor, Koshinkan Hall)	YANO	
	College of Letters, College of Image Arts and Sciences, Graduate School of Core Ethics and Frontier Sciences, Graduate School of Language Education and Information Science, Research Organizations, Medical Service Center, etc.	Kinugasa Research Office (1st floor, Shugakukan Hall)	M.Sato/ SAKANE/ NISHIMURA	
BKC	College of Economics, Institute for General Education	BKC Research Office (5th floor, Across Wing)	TANAKA/ MOCHINAGA	across@st.ritsumei.ac.jp
	College of Science and Engineering	BKC Research Office (3rd floor, Research Center for Disaster Mitigation System)	FUJIMOTO/ MOCHINAGA	b-kokenh@st.ritsumei.ac.jp
	College of Information Science and Engineering,	BKC Research Office (3rd floor, Research Center for Disaster Mitigation System)	HAYAKAWA/ MOCHINAGA	
	College of Life Sciences, College of Pharmaceutical Sciences, College of Sport and Health Science, College of Gastronomy Management	BKC Research Office (3rd floor, Research Center for Disaster Mitigation System)	TAGAMI/ MOCHINAGA	
OIC	All	OIC Research Office (8th floor, Building A (AC))	MITSUO/ FURUKUBO	o-kaken3@st.ritsumei.ac.jp