

# AY2025 Research Promotion Program for Acquiring Grants-in-Aid for Scientific Research (KAKENHI) - Application Guidelines -

## 1. Objectives and Attributes of the Research Promotion Program for Acquiring Grants-in-Aid for Scientific Research (KAKENHI)

This program aims to reinvigorate diverse research activities and enhance the support for research bases as well as to obtain even more competitive research funds through application and acquisition of Grants-in-Aid for Scientific Research (hereinafter *KAKENHI*).

Incidentally, from AY2026 onwards, during the preparation period of the Fifth Mid-term Research Advancement Plan, it is planned to revise and review the contents of the Advanced Research Programs, including this program.

## 2. Details of Application

Subject of the grant	The program provides grants to support those who have applied for Grants-in-Aid for Scientific Research (KAKENHI) as Principal Investigator, got rejected, and plan to apply for <i>KAKENHI</i> in the next academic year.		
Grant categories	Call for applications is based on the following research categories. *Applications for eligible research categories will not be accepted outside of the current application period.		
	Applied <i>KAKENHI</i> Research Categories	Amount of Research Funds (A)	Amount of Research Funds (B)
	Scientific Research (S) Scientific Research (A) (General)	1,000,000 yen	400,000 yen
	Scientific Research (B) (General)	800,000 yen	300,000 yen
	Scientific Research (C) (General)*1 Scientific Research on Transformative Research Areas (A) (Publicly Offered Research) Early-Career Scientists*1	500,000 yen	200,000 yen
	<p>Grant Amount (A) The evaluation written in the rejection notification of <i>KAKENHI</i> is A or equivalent.*2</p> <p>Grant Amount (B) The evaluation written in the rejection notification of <i>KAKENHI</i> does not fall in the category for Grant Amount (A).</p> <p>Regarding the research categories below whose adoption results have not been disclosed yet, the call for applications to this program will be open after they are disclosed. Also, the Grant-in-Aid for Transformative Research Areas (A/B) is NOT eligible for this program.</p>		
Research Categories	Expected Time of Adoption	Expected Application Period	
Challenging Research (Pioneering)/(Exploratory)*3	Late June	Early	

			September
	Research Activity Start-up*3	Late July	Early September
Grant period	April 1, 2025 to March 31, 2026		
Eligibility	<p>Those who satisfy all of the following items:</p> <ul style="list-style-type: none"> <li>- the faculty members and research staff of the University.*4</li> <li>- the applicants for AY2025 <i>KAKENHI</i> (applied as Principal Investigator) who have got rejected but are eligible to apply for AY2026 <i>KAKENHI</i> from Ritsumeikan University during the prescribed application period.</li> </ul> <p>*Those who applied for AY2025 <i>KAKENHI</i> from other research institutions than the University and got rejected are also eligible for this program.</p>		
Receiving duplicate grants	If an applicant has more than one research projects that got rejected for AY2025 <i>KAKENHI</i> and plans to submit the same number of applications to AY2025 <i>KAKENHI</i> , the applicant may receive more than one grants of this program.		
Recipient conditions	<ul style="list-style-type: none"> <li>- Successful applicants shall apply from Ritsumeikan University for the AY2026 Grants-in-Aid for Scientific Research (<i>KAKENHI</i>) (any application category for the 2026 <i>KAKENHI</i> is acceptable).*5</li> <li>- Successful applicants shall submit a Research Report for the AY2025 Research Promotion Program for Acquiring Grants in-Aid for Scientific Research (<i>KAKENHI</i>) for each project when the grant period ends.</li> </ul>		

- <\*1> Those who received a “C” grade in the Basic Research (C) (General) and Early-Career Scientists will, in principle, be required to participate in a briefing for AY2026 *KAKENHI* application and grasp the essential elements of at least two (2) of the following four (4) videos: (i) AY2024 *KAKENHI* Seminar “Preparing for the AY2025 Grant-in-Aid for Scientific Research,” (ii) AY2023 *KAKENHI* Seminar “Preparing for Grant-in-Aid for Scientific Research Applications: Tips for Preparing a Better Application,” (iii) AY2023 *KAKENHI* Workshop “Basic Strategies for Grant-in-Aid for Scientific Research Adoption: How to Prepare a Research Plan Based on Evaluation Points, and (iv) AY2022 *KAKENHI* Guidance “Strategies and Practical Points for Grant-in-Aid for Scientific Research Applications.” Information regarding the briefing for AY2026 *KAKENHI* application will be sent to eligible applicants individually at a later date.  
URL for the Video Contents: (available only in Japanese; English summaries of the videos in preparation)  
[https://www.ritsumei.ac.jp/students/research/member/kakenhi/oubo/video\\_contents.html/](https://www.ritsumei.ac.jp/students/research/member/kakenhi/oubo/video_contents.html/)
- <\*2> If the disclosed screening results do not include the ranks, screening for the program shall be conducted based on the average scores, etc. of the evaluation criteria of screening items.
- <\*3> Regarding support for the Challenging Research (Pioneering)/(Exploratory) and the Research Activity Start-up, the screening results will be announced in late July to August. Accordingly, the call for applications for the Research Promotion Program for Acquiring Grants-in-Aid for Scientific Research (*KAKENHI*) is scheduled for early September. Since it is assumed that applications for the major categories of AY2026 *KAKENHI* will have been closed by mid-September, the program is expected to be open to those who have already applied for AY2026 *KAKENHI*.
- <\*4> The eligible faculty members and research staff shall be a Ritsumeikan University Professor, Associate Professor, Sennin Lecturer, Ninkisei Kyoin (Professor/Associate Professor/Lecturer/Assistant Professor), Tokubetsu Ninyo Teaching Staff, Tokumei Teaching Staff, Tokunin Assistant Professor, Assistant, Shokutaku Lecturer, Tokubetsu Keiyaku Kyoin (Professor/Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor), Eminent Research Professor (Professor/Associate

Professor), Visiting Research Professor (Professor/Associate Professor), Research Professor (Professor/Associate Professor/Assistant Professor), Affiliate Research Professor (Professor/Associate Professor/Assistant Professor), Research Staff (Senior Researcher, Researcher, Assistant Researcher), or Project Researcher (JSPS Research Fellow).

<\*5> Since the Transformative Research Areas (A) (Publicly Offered Research) may not be available for application in each area in certain years, it cannot be selected as a category for which you plan to apply for AY2026 *KAKENHI*.

### 3. Screening Procedure

#### (1) Screening Committee

- 1) Screening Committee on the Advanced Research Programs will screen based on the screening criteria and decide the selections.
- 2) Adoption results will be reported to the Committee on Research Administration.

#### (2) Screening Criteria

The screening will be conducted based on the “Disclosure of the Screening Results” of AY2025 *KAKENHI*.

### 4. Points to Note

- (1) If you become unable to apply for AY2026 *KAKENHI*, you must contact the relevant Research Office and the budget execution shall be terminated thereafter. In case you do not apply without due reasons, you may be asked to return the executed research funds or withdraw from applying to the Research Promotion Program for Acquiring *KAKENHI* in the following academic year.
- (2) If you get additional acceptance for *KAKENHI* after the application period of the Research Promotion Program for Acquiring *KAKENHI*, the budget execution shall be terminated from the following day of receiving the additional acceptance for *KAKENHI*.
- (3) If an applicant turns out to be ineligible after the application forms are received, the submitted forms may be returned without screening.
- (4) Since the following academic year (AY2026) corresponds to the preparation period of the Fifth Mid-term Research Advancement Plan, it is planned to revise and review the contents of the Research Promotion Program for Acquiring *KAKENHI*. Depending on the outcome, you might not be eligible to apply for internal research grant programs even if you apply for AY2026 *KAKENHI*.

### 5. Filling Out the Application Forms

#### (1) Use of research funds

- 1) The expenses to be covered by the grant are those necessary to pursue the research plan and to compile the research achievements such as travel expenses (overseas, domestic), book and material expenses, facility and equipment expenses, remuneration for part-timers, consumables expenses, printing and binding expenses.
- 2) Use of research funds outside of the purport of the program such as educational purposes is not permitted.
- 3) After the adoption, no procedures are required for appropriation between expense items as long as the amount does not exceed 50% of the adopted amount. If you wish to change the amount of your expenses by more than 50%, please consult with the relevant Research Office.

### 6. Notification of the Screening Results

Screening results will be notified to the applicants in late May 2025.

### 7. Application Documents and the Personal Information Handling Policy

- (1) Application forms and other submitted documents will be used for operational purposes of this program only.
- (2) Personal information obtained from the submitted documents will not be used for any purpose other than

operation of this program.

## **8. Application Procedure**

Application shall be made via the web using the prescribed forms.

To apply, save all the screens of “Disclosure of the Screening Results” of AY2025 *KAKENHI* in PDF, etc., and make sure to submit them by attaching the screens containing the “Research Category,” “Research Project Name,” and “Approximate Rank (A/B/C Evaluation).”

\*If the “Disclosure of the Screening Results” screen cannot be saved in PDF, take screenshots or paste it on a document in Word, etc., and submit it.

### **Registration for application**

: <https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=12518>

(in Japanese/English)

### **Application period**

: Between Wednesday, April 30 and 23:59 on Thursday, May 15, 2025

Applications will be accepted at any time during the period above.

\*Application is completed when you click “業務開始(提出)/Submit” button on the web and see the status “申請済(Applied).” In addition, researchers will receive a “received” email when the relevant Research Office confirms the application contents.

\*In case you cannot access the application webpage, please first confirm your RAINBOW ID and contact us below.

**Contacts:**

Campus	Office/Persons in Charge
Suzaku	Research Office at Kinugasa Campus Nishimura (Mr.), Muramatsu (Ms.) 1st floor of Shugakukan Hall
Kinugasa	Ritsumeikan University Kinugasa Campus 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN 075-465-8237/Extension : 511-2378 E-mail: <a href="mailto:k-seido@st.ritsumei.ac.jp">k-seido@st.ritsumei.ac.jp</a>
Biwako-Kusatsu (BKC)	Research Office at Biwako-Kusatsu Campus Ritsumeikan University Biwako-Kusatsu Campus (BKC) 1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577 JAPAN <<Natural Sciences>> Yamamoto (Mr.), Goto (Ms.) 3rd floor of Research Center for Disaster Mitigation System 077-561-3488/Extension : 515-6522, 515-6521 E-mail: <a href="mailto:b-kodoka@st.ritsumei.ac.jp">b-kodoka@st.ritsumei.ac.jp</a> <<Social Sciences>> Yamamoto (Mr.), Miyake (Ms.) 5th floor of Across Wing 077-561-3945/Extension : 515-6522, 515-2501 E-mail: <a href="mailto:b-kodoka@st.ritsumei.ac.jp">b-kodoka@st.ritsumei.ac.jp</a>
Osaka Ibaraki (OIC)	Research Office at Osaka Ibaraki Campus Matsumoto (Mr.), Ono (Ms.) 8th floor of Building A Ritsumeikan University Osaka Ibaraki Campus (OIC) 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN 072-665-2570/Extension : 513-2991, 513-2997 E-mail: <a href="mailto:oiro-k@st.ritsumei.ac.jp">oiro-k@st.ritsumei.ac.jp</a>

**9. Report Submission**

After disclosure of the screening results, submit a report via the web based on the prescribed form.

**Request for Information Registration in the Researcher's Database (*kenkyusya-DB*)**

The Researcher's Database (*kenkyusya-DB*) aims to disclose research achievements and researchers' profiles on the web. In the screening process, we may refer to it regarding applicants. Accordingly, researchers are kindly requested to input as much related information as possible into the database. For further details, please visit the Division of Research website.

[https://www.ritsumei.ac.jp/research/member/researcher\\_login/index.html/](https://www.ritsumei.ac.jp/research/member/researcher_login/index.html/) (in Japanese/English)

## Web Application Procedure for the AY2025 Research Promotion Program for Acquiring Grants in-Aid for Scientific Research (KAKENHI)

一覧/List
登録/Register

「登録/Register」ボタンを押した後、「業務開始(提出)/Submit」ボタンが表示されますので必ずその「業務開始(提出)/Submit」ボタンを押してください。  
 「業務開始(提出)/Submit」ボタンを押さないと提出したことになりません。ご注意ください！  
 After pressing the “登録/Register” button, be sure to click the “業務開始(提出)/Submit” button.  
 By pressing the “業務開始(提出)/Submit” button, you can submit to each research office.

—本申請にあたっては、開示された科研費の審査結果を必ず添付してください—  
 Make sure to attach a copy of the screening result of Grants-in-Aid for Scientific Research (KAKENHI) printed out from the result disclosure page of the KAKENHI Electronic Application System.

立命館大学研究部  
Division of Research, Ritsumeikan University

### 科研費獲得推進プログラム 申請調書

## Application Form for the Research Promotion Program for Acquiring Grants-in-Aid for Scientific Research (KAKENHI)

副学長（研究担当）殿  
To: Vice President (Research Affairs)

申請区分 Application category \* 新規申請

提出先/問合せ先 Submit to/Contact information \* 提出先/問合せ先選択  
↑ボタンを押して、提出先を選択してください。

Select a Research Office to which you are submitting the application.

代理申請を行う場合はチェック

申請番号 Application number	
申請日 Application date	* 2020年05月07日
教職員番号 ID No	■■■■■
所属(学部) College, Department	■■■■■
所属(学科) Major or Course	▼ ※理工学部のみ選択
職位 Position	■■■■■
氏名 Name	※代理申請時のみ入力 Q 検索範囲内のアカウントの検索
メールアドレス Email	■■■■■

In case a secretary etc. applies by proxy, log-in with the secretary's ID and check the box.

If successfully logged-in, the applicant's name and affiliation are displayed.

Attach here the screening results of KAKENHI that you applied in the previous academic year by printing them out in PDF or taking their screenshots. (The attachments will be used to verify the evaluation and score.)

年度 AY \* 2021年度

添付資料 Attachment  
 本申請にあたっては、開示された科研費の審査結果を必ず添付してください  
 Make sure to attach a copy of the screening result of Grants-in-Aid for Scientific Research (KAKENHI) printed out from the result disclosure page of the KAKENHI Electronic Application System.

申請した科研費の審査結果 Screening Result of the Applied Research Category of Grants-in-Aid for Scientific Research (KAKENHI)  
 (開示された審査結果の評価を選択してください)  
 (Check an appropriate box of each applicable category based on the disclosed results.)

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

<input type="radio"/> 特別推進研究	<input type="radio"/> 新学術領域研究(領域代表)	<input type="radio"/> 基盤研究(S)
<input type="radio"/> 基盤研究(A)	<input type="radio"/> 新学術領域研究(計画研究)	<input type="radio"/> 新学術領域研究(公募研究)
<input type="radio"/> 基盤研究(B)(一般)	<input type="radio"/> 基盤研究(B)(特設分野研究)	<input type="radio"/> 基盤研究(C)(一般)
<input type="radio"/> 基盤研究(C)(特設分野研究)	<input type="radio"/> 挑戦的研究(萌芽)	<input type="radio"/> 挑戦的研究(萌芽)
<input type="radio"/> 若手研究	<input type="radio"/> 研究活動スタート支援	<input type="radio"/> 国際共同研究強化(B)

\*  ビリッパ選定課題【100万円】  A評価(相当)【100万円】  B評価【40万円】  C評価【40万円】  
 A評価(相当)【50万円】  B評価【20万円】  C評価【20万円】

\* 選択項目の【】は研究推進プログラム(科研費獲得推進型)の助成額上限です。  
 審査結果がA B C評価で判別できない等の場合は、その内容を以下に記入してください。

申請した科研費の研究課題名 Title of the Research Project Applied Grants-in-Aid for Scientific Research (KAKENHI)	* <input type="text"/> 上記の研究課題名と異なる課題名で本学HPへの掲載を希望する場合は以下に記入してください。 ※2 <input type="text"/>
研究計画 Research Plan (本プログラムで実施する研究計画を簡潔に記載ください) (Briefly describe the research plan for this program.)	* <input type="text"/>
申請予定種目 KAKENHI you plan to apply (本プログラムのサポートを受けて申請予定の科研費種目をチェックしてください) (Check off the one applicable box.)	* <ul style="list-style-type: none"> <li><input type="radio"/> 特別推進研究                      <input type="radio"/> 基礎研究 (S)                      <input type="radio"/> 基礎研究 (A)</li> <li><input type="radio"/> 基礎研究 (B) (一般)              <input type="radio"/> 基礎研究 (B) (特設分野研究)      <input type="radio"/> 基礎研究 (C) (一般)</li> <li><input type="radio"/> 基礎研究 (C) (特設分野研究)      <input type="radio"/> 挑戦的研究 (開拓)                  <input type="radio"/> 挑戦的研究 (萌芽)</li> <li><input type="radio"/> 若手研究                              <input type="radio"/> 研究活動スタート支援              <input type="radio"/> 国際共同研究強化 (B) ※1</li> <li><input type="radio"/> 新学術領域研究 (公募研究) ※2</li> </ul> <p>※1 国際共同研究強化 (B) を選択できる研究者は同種目に応募した者に限ります。 ※2 申請予定の研究領域名を以下に記入してください。</p>

研究経費執行計画 2020年度 Implementation plan for research funding AY2020		
※報告書提出時、当該欄は編集可能となりますが、編集なさらないようお願いいたします。 * Although this field can be edited when submitting the report, please do not edit it.		
費目 Expense Items	金額 (千円) Amount (Unit: 1,000 JPY)	明細 Details ※金額を入力したとき、必ず明細を記載してください。
機器備品費 Equipment costs	<input type="text"/> 千円	<input type="text"/>
図書費 Book expenses	<input type="text"/> 千円	<input type="text"/>
旅費 (国内) Travel expenses (in Japan)	<input type="text"/> 千円	<input type="text"/>
旅費 (国外) Travel expenses (abroad)	<input type="text"/> 千円	<input type="text"/>
人件費、謝金 Personnel expenses/ remuneration	<input type="text"/> 千円	<input type="text"/>
消耗品費 Supply expenses	<input type="text"/> 千円	<input type="text"/>
印刷費 Printing costs	<input type="text"/> 千円	<input type="text"/>
その他 Others	<input type="text"/> 千円	<input type="text"/>
合計 (申請額) Total amount (requested)	0千円	

**\*Application by proxy**

To apply by proxy, check the box of proxy application, and search the applicant’s name from the name field. By doing so, the confirmation email will be sent to both the applicant and the proxy.

代理申請者 所属 (学部) Proxy applicant College, Department	
代理申請者 氏名 Proxy applicant Name	
代理申請者 メールアドレス Proxy applicant Email	
※以下の「氏名」欄は、被代理人の氏名に検索・変更してください。 変更後、上記「提出先/問合せ先」欄を、選択しなおしてください。	
* Please search and change the "Name" field below to the name of the After the change, please re-select the above "Submit to / Contact information" field.	
申請番号 Application number	
申請日 Application date	2020年05月07日
教職員番号 ID No	
所属 (学部) College, Department	
所属 (学科) Major or Course	※理工学部のみ選択
職位 Position	
氏名 Name	※代理申請時のみ入力 検索範囲内のアカウントの検索
メールアドレス Email	

The proxy applicant’s name is displayed here.

Input the researcher’s name here.  
You can search by the researcher’s name.

After completing the data input, double-check if required documents have been attached without omission, and click the “登録(Register)” button. Error will be displayed if there is a blank item.



**<IMPORTANT>**

Click the “業務開始(提出)/Submit” button after registering the document. As you click the “業務開始(提出)/Submit” button, the application form will be sent to the relevant Research Office.



When the Research Office receives your application, you will receive a “received” email. In case you do not receive the “received” email within several days after submitting, please check in the way described below if you might have forgotten to click the “業務開始(提出)/Submit” button and the application form has temporally been saved.

- (i) Access the application URL.  
<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=12518> (in Japanese/English)
- (ii) Click “List” at the top left and see the list of saved application forms.
- (iii) If the “status” column shows “before application,” it means the “業務開始(提出)/Submit” button has not been clicked yet. Please click “Edit” and change the status by clicking the “登録(Register)” and “業務開始(提出)/Submit.”

## Web Report Submission Procedure for the AY2025 Research Promotion Program for Acquiring Grants in-Aid for Scientific Research (KAKENHI)

Once the screening results have been disclosed, promptly submit the research results report via the web. The submission procedure is as follows.

1. Please access and log in at the following URL.

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocumentList.do?func=list&binderId=12518&viewId=10005> (in Japanese/English)

\*Please access the following URL instead of the above if you have submitted a notification of change after application. (Please check “Report” in the application category at the top of the page.)

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocumentList.do?func=list&binderId=12518&viewId=10007> (in Japanese/English)

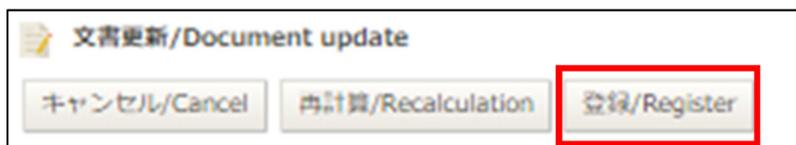
2. If you are logged in without any problem, a list of all the forms you have submitted and have been approved will be displayed. In the list, click the “Edit” button on the far right of the form for which you wish to submit a report.



3. Application information will be displayed. By scrolling down to the bottom of the page, you will see the field for the “Report on Research Results for the Research Promotion Program for Acquiring Grants-in-Aid for Scientific Research (KAKENHI)” at the bottom of the page. Please fill out the form in the order given.

<研究推進プログラム（科研費獲得推進型）研究成果報告書> <Research Report for the Research Promotion Program for Acquiring Grants-in-Aid for Scientific Research (KAKENHI)>	
研究推進プログラム（科研費獲得推進型）研究実施計画について Summary of the Research Plan 申請時に計画された研究計画を簡潔に記載してください。 Briefly describe the research plan for this program.	
研究成果の概要 Summary of the Research Progress 研究推進プログラム（科研費獲得推進型）研究実施計画に基づき、科学研究費助成事業－科研費－申請に向けて実施した研究活動や調査内容、その成果について記載してください。 Please summarize the progress of the research.	
科学研究費助成事業－科研費－の新規申請実績（研究代表者のみ） Grants-in-Aid for Scientific Research (KAKENHI) application status (as a research representative) .	
申請種目 Category	<input type="radio"/> 特別推進研究 <input type="radio"/> 基礎研究（S） <input type="radio"/> 基礎研究（A） <input type="radio"/> 基礎研究（B）（一般） <input type="radio"/> 基礎研究（B）（特設分野研究） <input type="radio"/> 基礎研究（C）（一般） <input type="radio"/> 基礎研究（C）（特設分野研究） <input type="radio"/> 挑戦的研究（開拓） <input type="radio"/> 挑戦的研究（競争） <input type="radio"/> 若手研究 <input type="radio"/> 研究活動スタート支援 <input type="radio"/> 国際共同研究強化（B） <input type="radio"/> 新学術領域研究（領域代表） <input type="radio"/> 新学術領域研究（計画研究） <input type="radio"/> 新学術領域研究（公募研究）
研究課題 Research Title	
申請結果 Application	<input type="radio"/> 採択 <input type="radio"/> 不採択（A評価） <input type="radio"/> 不採択（B評価） <input type="radio"/> 不採択（C評価） <input type="radio"/> 不採択（その他） <input type="radio"/> 申請中（現時点で採否が不明）
※論文・学術図書・研究発表等の研究成果発表の状況は、研究者学術情報データベース（研究者DB）に入力してください。 ※Input research outcomes such as thesis, academic paper, and presentation to Researchers' Database.	

4. After completing the form, click the “Register” button on the screen. (The “Register” button is also located at the bottom of the screen. You can click either button.)



The message “Document registration has been completed” appears in red, indicating that the entries have been saved.

- When you wish to revise or add the information at a later date ⇒ Go back to 1. above and repeat the procedures.
- When you wish to submit the form as is ⇒ Proceed to 5. below.

5. Check the message “Document registration has been completed” being displayed in red, and then click the “業務開始(提出)/Submit” button.

**\*Note: Once the “業務開始(提出)/Submit” button is clicked, the submission is complete and no further modifications can be made.**



If the need arises to make any modifications after you have clicked on the “業務開始(提出)/Submit” button, please contact the Research Office.

6. When you see the message “The ‘Application for the Research Promotion Program for Acquiring Grants-in-Aid for Scientific Research (KAKENHI)’ has been initiated,” your submission is complete.