

# AY2025 Application Procedures for the Program for the Promotion of Academic Publications

## 1. Purpose and Characteristics of the Program for the Promotion of Academic Publications

This program aims to promote the release and dissemination of research results by researchers at Ritsumeikan University. Under this program, grants are provided to promote the publication of outstanding research achievements in specialized areas, support early-career researchers, and facilitate the international dissemination of research results in English and other foreign languages.

This program will be implemented as part of the Fourth Ritsumeikan University Mid-Term Plan for Research Advancement (2021-2025), and is positioned as an initiative that will contribute to achieving the goals of the R2030 Academy Vision and the KGI/KPI (see Reference Material 1) of the Fourth Ritsumeikan University Mid-Term Plan for Research Advancement.

## 2. Details

Applicable publications	<p>Research results by Ritsumeikan University researchers that correspond to any of the following. &lt;single author/co-author&gt;</p> <ol style="list-style-type: none"> <li>(1) Notable research achievements in a specialized area</li> <li>(2) Publication in a foreign language as a result of research results with high academic value</li> <li>(3) Translation of foreign classics and other literature that are high in academic value</li> <li>(4) Republication/reprint of ancient manuscripts and other valuable literature/historical materials</li> <li>(5) Publication of a book in order to obtain a PhD &lt;single author only&gt; (Including those who have already applied for or obtained a PhD at the time of application)</li> <li>(6) Other research worthy of publication because its academic value is of a comparable level to those listed above</li> </ol> <p>*This funding program does not cover the following publications:</p> <ol style="list-style-type: none"> <li>(1) Those that should be published by Ritsumeikan University's Institutes, Colleges or Graduate Schools</li> <li>(2) A simple compilation of papers already published in academic journals, etc.</li> <li>(3) Those that are published as part of a project by a publisher, etc.</li> <li>(4) Those that cannot be regarded as the results of academic research</li> <li>(5) Those that are considered as self-published (This program is applicable only to research results published through a publishing company and for which a contract can be concluded on the assumption that the publisher will bear the editing and proofreading costs)</li> </ol>
Applicable expenses	Direct publication expenses or translation/proofreading expenses *1
Grant amount	Up to 1,000,000 yen (Grants will be provided to approximately 10 projects)
Applicable period	Research results to be published between April 1, 2025 and March 31, 2026
Application	The applicant shall fulfill all the following requirements.

requirements	<p>1) A Ritsumeikan University full-time faculty or research staff member indicated in <u>*2 below at the time of both application and publication.</u></p> <p>2) For a joint publication, <u>Ritsumeikan University faculty members who satisfy the requirements in 1)</u> above shall account for at least one-third of the total number of authors (excluding doctoral students).<u>*3 Or, the applicant shall write a part of the relevant publication and be the person responsible for it (i.e. the editor of the entire book).</u></p>
Documents to be submitted	<p>(1) Application form (attach research achievements records)</p> <p>(2) Cost estimate prepared by a publisher (on the prescribed form); or translation/proofreading cost estimate (on the prescribed form) if it is an application for a grant for translation/proofreading (In principle, you are required to submit estimates from two or more companies. In the case of a single firm quotation, provide a reasonable explanation in the relevant section of the application form.)</p> <p>(3) If co-authored, written consent forms from all the co-authors (the format should be as appropriate and easily understandable).</p>

\*1 Direct publication expenses are defined as all the costs for composition, plate-making, printing, printing paper, and bookbinding. Expenses incurred in editing, proofreading, etc. shall not be included.

\*2 The applicant shall hold one of the following positions at Ritsumeikan University at the time of both application and publication: University teaching staff (Professor/Associate Professor), Sennin Lecturer, Tokubetsu Ninyo Teaching Staff, Tokumei Teaching Staff, Extended Tenure Professor, Tokubetsu Keiyaku Kyoin (Professor/Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor) <non-concurrent only>, Eminent Research Professor (Professor/Associate Professor), Research Professor (Professor/Associate Professor/Assistant Professor), Fixed-term Teaching Staff (Professor/Associate Professor/Lecturer/Assistant Professor), Tokunin Assistant Professor, Assistant <teaching staff only>, Senior Researcher, Researcher, or Project Researcher <JSPS Research Fellow (PD, RPD) only>.

\*3 The exception to this is the cases where a book is published in a language other than Japanese (e.g. English).

### 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 overall evaluation will be made according to items 1) through 4) below.

- 1) Whether research results are of high academic value
- 2) Whether there is a clear publication plan, and whether it is definitely possible to produce a publication within the applicable grant period
- 3) Circumstances of related research results and achievements
 

\*Research results from the past five years (from April 1, 2020 to the date of application in AY2024) registered in the Ritsumeikan University Researcher Database (*kenkyusya-DB*) such as “Books,” “Papers,” and “Research Presentations, etc.”

\*If you are an Assistant <teaching staff only> or a Project Researcher <JSPS Research Fellow (PD, RPD) only>, the achievements stated on a separately prescribed form
- 4) The following items shall be given priority:

- (i) Applications from early-career researchers
- (ii) First publications of researchers
- (iii) Publications for obtaining a PhD
- (iv) Publications in English or other foreign languages
- (v) Publications involving a Ritsumeikan University Assistant Professor, Tokunin Assistant Professor, Assistant <teaching staff only>, Senior Researcher, Researcher, student in a doctoral program, etc. as a co-author
- (vi) Publications for a research subject with which the applicant has newly applied to AY2025 Grants-in-Aid for Scientific Research -KAKENHI-/Grants-in-Aid for Publication of Scientific Research Results (Academic Publication)

#### **4. Points to Note**

- (1) If you are to receive a grant from any other undergraduate or graduate school, be sure to indicate the grant in the expenses section of the application form.
- (2) Grants are provided to the publisher, rather than to the relevant individual researcher. Therefore, if your application is approved, a publication contract (between a research leader and a publisher) and a contract on the grant for publication (between Ritsumeikan University and a publisher) shall be concluded.
- (3) The above contract must be concluded no later than December 31, 2025 in principle. If a contract cannot be executed by December 31, contact the person in charge at the Research Office. If it is expected to be difficult to produce a publication by March 31, 2026, the funding will not be provided.
- (4) After publication, three (3) copies of the publication shall be submitted to the University for library archival purposes. (The publication is provided for public reading at the University library, etc.)
- (5) In the foreword or afterword to the publication, it shall be clearly indicated that the book has been published under the Ritsumeikan University Program for the Promotion of Academic Publications.
- (6) If you submit more than one applications or were already screened in previous years, or there are multiple applications with similar research themes for the program, the funding amount may be reduced or your application may be rejected.
- (7) The amount of funding may be reduced as a result of the number of adopted applications.
- (8) An application must consist of four pages or less.
- (9) Applications will be copied in black-and-white and handed to the Screening Committee.
- (10) The funding shall be provided only to those who are to be employed by the University in AY2025.
- (11) An application may be returned without being screened if it is clear that the applicant does not fulfill the application requirements.
- (12) If publications that have been adopted for this program are also accepted for AY2025 Grants-in-Aid for Scientific Research -KAKENHI-/Grants-in-Aid for Publication of Scientific Research Results (Academic Publication), the Grants-in-Aid for Publication of Scientific Research Results (Academic Publication) will take precedence. However, if the amount of money to be awarded is less than that which would be awarded by this program, funding will be provided to make up for the difference.

#### **5. Notification of Screening Result**

Applicants will be notified by email of the result of screening around the end of March 2025.

#### **6. Application Documents and Handling of Personal Information**

- (1) Applications and other submitted documents and materials will be used for screening purposes only. Submitted documents and materials will not be returned.

- (2) Personal information obtained from submitted documents and materials will not be used for any purposes other than screening.

## 7. Application Procedure

Applicants shall make an application via the website below using prescribed forms.

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=11288>

\*Please refer to this application guidelines for details for how to apply via the website.

\*The application will be completed when the status changes to “Applied (申請済)” by your clicking the “Submit (業務開始 (提出) )” button. The submission confirmation will be sent to the applicant by email. **Please check the confirmation email without fail.**

Application period: Between Wednesday, October 30, 2024 and 23:59 on Wednesday, January 8, 2025 (to be strictly observed)

Submissions and inquiries:

Suzaku	Office of Research Strategy and Integrity: Nakahara (Mr.), Ikuta (Ms.) 5th floor, Nakagawa Hall Ritsumeikan Suzaku Campus 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520 JAPAN Phone : 075-813-8199/Extension : 510-2425, 510-2413 E-mail : <a href="mailto:resplan4@st.ritsumei.ac.jp">resplan4@st.ritsumei.ac.jp</a>
Kinugasa	Research Office (Kinugasa): Nishimura (Mr.), Muramatsu (Ms.) 1st floor, Shugakukan Hall Ritsumeikan University Kinugasa Campus 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN Phone : 075-465-8233/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 (BKC): Ritsumeikan University Biwako-Kusatsu Campus 1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577 JAPAN <<Natural Sciences>> Yamamoto (Mr.), Hori (Ms.) 3rd floor, Research Center for Disaster Mitigation System Phone : 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, Across Wing Phone : 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)	<b>Research Office (OIC):</b> -Application: Matsumoto (Mr.), Ono (Ms.) Phone : 072-665-2570/Extension : 513-2991, 513-2997 -Execution: Furukubo (Ms.), Sato (Ms.) Phone : 072-665-2570/Extension: 513-3507, 513-3517 E-mail : <a href="mailto:oiro-k@st.ritsumei.ac.jp">oiro-k@st.ritsumei.ac.jp</a> 8th floor, Building A Ritsumeikan University Osaka Ibaraki Campus 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN
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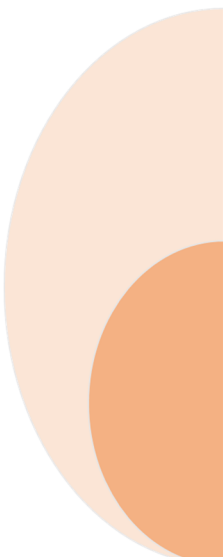
### **Request for Information Registration in the Researcher's Database (*kenkyusya-DB*):**

The Researcher's Database (*kenkyusya-DB*) is maintained in order to make a range of information concerning research results/achievements and researchers' profiles available on the Web. During the screening process, this database may be used as a reference for information concerning researchers who will participate in the program. In this respect, researchers are kindly requested to input as much related information as possible into the database. For further details, please visit the website of the Division of Research below.

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

### **Reference Material 1**

KGI and KPI of the Fourth Ritsumeikan University Mid-Term Plan for Research Advancement \*Figures in parentheses indicate results for AY2020.

	<b>KGI</b>	<b>Key Goal Indicator</b> - QS World University Rankings: 301-400 <sup>th</sup> (801-1000 <sup>th</sup> ) - THE Impact Rankings: 101-200 <sup>th</sup> (201-300 <sup>th</sup> ) - Top-10% international co-authored papers: 160 papers/year (80/year) - Number of adoption for major categories (A or above) of Grants-in-Aid for Scientific Research <KAKENHI>: 10 projects/year (5/year) - Amount of external funds acquired: 5.0 billion yen (3.35 billion yen)
	<b>KPI</b>	<b>Key Performance Indicator</b> - Number of votes received in the QS Global Academic Survey: 300 votes (86) - Evaluation points for the THE Impact Rankings: 84.0 (75.4) - Number/amount of KAKENHI categories adopted: 790 projects (690)/1.8 billion yen (1.4 billion yen) - Amount of external funds acquired through the industry-academia-government collaborations: 1.1 billion yen (730 million yen) - Numbers of researchers dispatched overseas/received from overseas: 1,334 persons (7)/440 persons (140), respectively - Rate of international co-authorship/number of paper submissions to high-impact journals: 33.3% (29.2%)/200 papers (94) - Number of graduate-student participants in projects of Research Institutes/Research Centers: 300 doctoral students (191), 300 master's course students (192)

## How to Apply to the Program for the Promotion of Academic Publications on the Web

1. Click the URL in the Application Procedures above, and you will see the application form open. Enter ID and password, and fill out the application form.

<https://sdb.ritsumeai.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=11288>

文書登録/Document registration

一覧/List 登録/Register

If you have successfully logged in, the applicant's name appears here.

「登録/Register」ボタンを押した後、「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.

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

### 学術図書出版推進プログラム 申請調査

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 will submit the form.

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	* 2020/12/10
教職員番号 ID No	
所属（学部） College, Department	法学部（教員）
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 【検証用】教員K(法学部)
メールアドレス Email	sdb-t16@st.ritsumeai.ac.jp

Select a screening category from Humanities/Social Sciences or Natural Sciences

書名	*
審査時の分類 Screening Classification	* <input type="checkbox"/> 人文社会科系系 Humanities/Social Sciences <input type="checkbox"/> 自然科学系系 Natural Sciences
2021年度科研費 研究成果公開促進費（学術図書）新規申請実績	* <input type="radio"/> 有 <input type="radio"/> 無
著者要件 ※単著の場合もチェックを入れてください。	* <input type="checkbox"/> 全著者の内、1/3以上が本学教員である
申請金額	* 円

Make sure to fill in and “check” for each item.

添付資料 Attachment \*

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

以下の資料をPDF形式で添付してください。  
・申請書（業績書を含む）  
・見積書（2社以上）  
・全著作権者の承諾書（共著者がいる場合のみ）

Attach all the necessary documents in PDF.

一覧/List 登録/Register

Click the “Register” button when you complete entry or save temporarily.

The application form will be saved (temporally) when you click the “Register” button.

Registered application form will be submitted to a Research Office when you click the “Submit (業務開始 (提出) )” button.

一覧/List   編集/Edit   再利用/Reuse   更新履歴/Update history   **業務開始(提出)/Submit**   削除/Delete

By clicking the “Submit (業務開始 (提出) )” button after registering an application form, you can submit the form to a Research Office.

You can revise the application form until you click the “Submit (業務開始 (提出) )” button.

## 【How to output the list of research achievements from the new Researcher Database】

立命館大学研究者学術情報データベース  
Ritsumeikan University Researcher Database

ログインページ / Login page

(1) Please login from the Researcher DB login page.

<Login page URL> <https://researchdb.ritsumei.ac.jp/ritap/P300>

\*Please use the same ID and password as for logging in with your campus email address.

ユーザID・パスワードを入力し、ログインボタンを押してください。  
Please enter your user ID and password and press the login button.

ユーザID User ID	<input type="text"/> (半角英数字)
パスワード Password	<input type="password"/> (半角英数字)

ログイン/Login

クリア/Clear

Ritsumeikan University Researcher Database

# Main Menu

\* Menu \* Logout \* Help \* Japanese

Date:2023/11/22 14:48 ID:810

## Edit your Academic Profile

- Proceed to Edit

## Print & Download

- All the Personal Statements
- Personal Statement (Career History)
- Personal Statement (Teaching Capability & History)
- Personal Statement (Books, Papers, etc)
- Researcher Questionnaire
- Teacher Training Course
- Research achievement**

## Others

- Update researchmap Data
- Researchmap Author name

## Information (for Faculty member)

■ Ritsumeikan University Researcher's database  
This Database is the relations that give data to researchmap, and there is a case setting a constant time limit, but, please use it because a correction, registration is enabled anytime.

■ Operating environment  
We recommend the following environment:  
 • OS  
 Windows (32bit/64bit) 8.1, 10  
 MacOS  
 \*Please refrain from using those whose OS support has ended.  
 • Browser  
 Internet Explorer  
 Microsoft Edge  
 Firefox  
 Chrome  
 Safari  
 \*Please use the latest version.

(2) After logging in, please click "List of Research Achievements" under "Print/Download" on the top page of the screen.

Ritsumeikan University Researcher Database

\* Menu \* Logout \* Help

Date:2023/11/22 14:50 ID:2000

Period	<input type="text"/> / <input type="text"/> / <input type="text"/> ~ <input type="text"/> / <input type="text"/> / <input type="text"/>
Name choice	<input checked="" type="radio"/> Real name <input type="radio"/> Another Name
MS Office version	<input checked="" type="radio"/> MS OfficeXP~2003 <input type="radio"/> MS Office2007 later Please choose the version of used MS Office.
<input type="button" value="EXCEL output"/> <input type="button" value="Back"/>	

(3) Enter the "Applicable Period" and click the "EXCEL Output Request" button → Save the Excel file.