

AY2025 International Collaborative Research Promotion Program - Application Guidelines -

1. Objectives and Attributes of the Program

The Fourth Ritsumeikan University Mid-term Research Advancement Plan formulated based on the R2030 Academy Vision sets forth the image of “a university that will become a ‘knowledge node’ by building a global research network and strengthening the international dissemination of research results,” and in order to realize this, building a global research network and further strengthening of the international dissemination of research results are required.

The objectives of this program are to embody the RKN (Ritsumeikan Knowledge Nodes) and increase international recognition by promoting research collaboration with leading overseas universities and the formation of research networks and international collaborative research with overseas researchers.

This program will be implemented as part of the Fourth Ritsumeikan University Mid-term Research Advancement Plan (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 Research Advancement Plan.

2. Details of Application

Grant category	Category	Image of collaboration	Maximum amount of support Support period
	Start-up type	An individual or group conducts collaborative research with a researcher affiliated with a university or other institution overseas	Up to 1 million yen/year For one year
	Collaborative research type	Collaborative research between organizations with the aim of creating research results through collaborative research with overseas universities and other institutions	Up to 4 million yen/year For one year
Application requirements	(i) Principal Investigator (applicant) shall be a Ritsumeikan University full-time faculty or research staff member indicated in *1 below. (ii) Overseas universities, etc. and researchers with whom the international collaborative research will be conducted must be identified at the time of application. (iii) For the “start-up type,” there must be a willingness to develop into an authorized collaborative research between the organizations (assuming both parties are equivalent to a research institute or research center). (iv) For the “collaborative research type,” it is desirable that a collaborative research agreement be concluded with the partner overseas university or other institution at the time of application. If not yet concluded, there must be an agreement with the relevant partner overseas universities, etc. at the time of application that a		

	<p>collaborative research agreement will be concluded once your proposal is adopted. In addition, a collaborative research agreement with the partner overseas university, etc. shall be finalized during the period covered by the grant.</p> <p>*A collaborative research agreement may be in any form, as long as the content of the agreement includes research activities. (Refer to 3) in the FAQ section of Reference Material 2)</p> <p>(v) <u>For the “collaborative research type,” the research shall involve the participation of at least two full-time faculty members or Research Staff of the University as Research Project Members, in addition to the Principal Investigator (applicant).</u></p> <p>(vi) The application for external funds that support international collaboration, such as the Fund for the Promotion of Joint International Research and the Japan Society for the Promotion of Science (JSPS), as well as collaborative research plans regarding the writing of international co-authored papers should also be included in the application form.</p> <p>(vii) <u>Applicants are not allowed to receive the Support Program for Female Researchers Conducting International Collaborative Research Activities and this program in duplicate. (Duplicate applications are permissible.) If an applicant is notified of the screening results for both programs and is found to have been adopted for both programs, the applicant must choose one of the two programs based on his/her own judgment.</u></p> <p>(viii) You are required to check for any security export control concerns regarding the research plan to be proposed and follow the procedures as necessary. https://www.ritsumei.ac.jp/research/member/study_ethic/se11.html/ (in Japanese only)</p> <p>*1 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), Tokunin Assistant Professor, Tokubetsu Keiyaku Kyoin (Professor/Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor), Eminent Research Professor (Professor/Associate Professor), Research Professor (Professor/Associate Professor/Assistant Professor), or Research Staff (Senior Researcher/Researcher).</p>											
<p>Application by those who have been adopted in the past</p>	<p>Applicants who have been adopted for this program in the past may apply subject to the following conditions.</p> <table border="1" data-bbox="448 1749 1356 2067"> <tr> <td data-bbox="448 1749 852 1951"></td> <td data-bbox="852 1749 1098 1951"></td> <td data-bbox="1098 1749 1356 1951">With adopted start-up-type proposal(s) in the past</td> <td data-bbox="1356 1749 1473 1951">With adopted collaborative-research-type proposal(s) in the past</td> </tr> <tr> <td data-bbox="448 1951 644 2067" rowspan="2">Reapplication for new start-up-type</td> <td data-bbox="644 1951 852 2029">With same partner</td> <td data-bbox="1098 1951 1356 2029">Conditional †1</td> <td data-bbox="1356 1951 1473 2029">Not allowed to apply</td> </tr> <tr> <td data-bbox="644 2029 852 2067">With different</td> <td data-bbox="1098 2029 1356 2067">Allowed to apply</td> <td data-bbox="1356 2029 1473 2067">Conditional †2</td> </tr> </table>			With adopted start-up-type proposal(s) in the past	With adopted collaborative-research-type proposal(s) in the past	Reapplication for new start-up-type	With same partner	Conditional †1	Not allowed to apply	With different	Allowed to apply	Conditional †2
		With adopted start-up-type proposal(s) in the past	With adopted collaborative-research-type proposal(s) in the past									
Reapplication for new start-up-type	With same partner	Conditional †1	Not allowed to apply									
	With different	Allowed to apply	Conditional †2									

	proposal	partner		
	Reapplication for new collaborative-research-type proposal	With same partner	Allowed to apply	Conditional †2
		With different partner	Allowed to apply	Conditional †2
	<p>†1</p> <p>1) The applicant is required to clearly indicate the extent to which the goals set in the plan at the time of the previous application were achieved, what issues arose as a result of the implementation of the project at the time of the previous application, and how these issues will be resolved in the reapplication, for consideration for screening.</p> <p>2) If there is a tie in screening evaluation points between the first-time proposal and the proposal for which multiple applications have been made, priority will be given to the former.</p> <p>3) The proposal is required to present a future vision for the further development of organization-to-organization international collaborative research and a clear commitment to it.</p> <p>†2</p> <p>1) Duplicate applications are not allowed while the relevant project is ongoing as the collaborative research type.</p> <p>2) If the project is adopted as a new proposal, you are required to apply for external funding for international collaboration during the project period.</p> <p>3) The applicant is required to clearly indicate the extent to which the goals set in the plan at the time of the previous application were achieved, what issues arose as a result of the implementation of the project at the time of the previous application, and how these issues will be resolved in the reapplication, for consideration for screening.</p> <p>4) If there is a tie in screening evaluation points between the first-time proposal and the proposal for which multiple applications have been made, priority will be given to the former.</p> <p>5) The proposal is required to present a future vision for the further development of organization-to-organization international collaborative research and a clear commitment to it.</p>			
Expenses to be subsidized	<p>This program covers expenses related to collaborative research with overseas researchers. Specifically, support for expenses related to the dispatch of researchers, graduate students, etc. to overseas universities and the acceptance of overseas researchers shall be provided. However, if there is a need for such expenses to promote collaborative research, the following expenses should also be specified in the application.</p> <p>Travel expenses (international and domestic), books and materials, equipment and supplies, honorariums for part-time work, etc., consumables, printing and bookbinding, personnel expenses (for RAs, student part-time workers, etc.), travel and accommodation expenses for invited researchers, reception expenses, venue expenses, translation fees, review fees, etc.</p> <p>*You are not allowed to employ any research member from the counterparty overseas universities, etc.</p> <p><u>*Since the need for reception expenses is also subject to screening, it is not allowed, in principle, to reallocate the expenses for the reception due to a change in the execution plan of the expenses after the adoption.</u></p>			

	<u>*Other rules for execution shall be in accordance with the standards in the Research Fund Spending Guidebook.</u>
Grant period	Between April 1, 2025 and March 31, 2026

3. Screening Procedure

(1) Screening Committee

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

(2) Screening Criteria

An overall evaluation will be made according to items 1) through 5) below, based on a document screening with a maximum score of 6 points, followed by additional scoring in 6).

- 1) Content, significance, and characteristics of international collaborative research
 - (i) Are the contents and significance of international collaborative research specifically and clearly presented?
 - (ii) Do the contents of international collaborative research meet the purport of this program?
- 2) Objectives and research methods for international collaborative research (including budget plans)
 - (i) Is the academic “inquiry” that forms the core of the academic background and the research theme of this international collaborative research explicit, and is academic originality and creativity recognized?
 - (ii) Are the research methods, etc. sufficiently specific and appropriate to achieve the objectives of international collaborative research?
 - (iii) Are the roles of research members and overseas collaborative researchers and the contents of the research clearly specified, and are the preparations for conducting international collaborative research adequate?
 - (iv) Are the research plans and budget plans consistent with each other? Is there also a plan for effective and efficient budget execution?
 - (v) With regard to the expenses for holding receptions, are the need for and significance of such expenses sufficiently explained in promoting international collaborative research?
- 3) Participation of early-career researchers in international collaborative research
 - (i) Does the research plan include the participation of master’s-course and doctoral students of the University?
 - (ii) Does the research plan include the participation of master’s-course and doctoral students of the partner university?
- 4) Prospect of the development of international collaborative research through organizational collaboration
 - (i) Is there a prospect of concluding a collaborative research agreement?
 - (ii) Does the proposal have a clear and appropriate future vision for the development of organization-to-organization international collaborative research and a plan for its realization?
 - (iii) Are the plans for obtaining external funds through international collaborative research and writing international coauthored papers clearly stated in detail?
- 5) Capability to accomplish research and relevant research achievements
 - (i) Can it be determined that the relevant researcher has a high level of accomplishment capability in the research subject indicated in the application form, in view of past research results, research achievements, etc.

*For the research achievements, those of “Books,” “Papers,” and “Academic Conference Presentations, etc.” registered in the Ritsumeikan University Researcher Database (Researcher DB) for the past five years (from April 1, 2020 to the time of application) shall be used for screening.

- 6) In addition to the above, the possession status of Grants-in-Aid for Scientific Research (KAKENHI), new applications for AY2025, and application results for external funds (government-affiliated public offering, private foundations, etc.) will be evaluated as additional scoring (for principal investigators only).

Image of Support Program for Strengthening International Research Capabilities



4. Requirements after Adoption

- (1) Adoptees shall refer counterpart researchers to us for the QS Global Academic Survey for the QS World University Rankings.
- (2) Adoptees shall submit a report on the research results after the end of the grant period.
- (3) Adoptees may be asked to write a short article to be posted on the website for disseminating the achievements of this program. When requested, you shall comply with the request.

*(1) through (3) above will be requested separately during or after the project period.

[The following are the requirements for the collaborative research type (recommended for the start-up type)]

- (4) Adoptees shall apply for external funds that support international collaboration, such as the Fund for the Promotion of Joint International Research and international programs offered by the Japan Science and Technology Agency (JSPS), during the project period.
- (5) If a collaborative research agreement with the partner university has not yet been concluded, the agreement shall be concluded during the grant period.

5. Points to Note

- (1) If there are multiple applications for similar themes or by the same researcher within this program, the Screening Committee may reduce the amount of the grant or reject the application.
- (2) If, after receiving the application form, it is confirmed that the applicant does not meet the eligibility and requirements at the time of application, the application may not even be screened.
- (3) The name of the Principal Investigator, the title of the research project, and the names of the overseas universities, etc., with which the collaborative research will be conducted may be disclosed. We appreciate your cooperation in disseminating research achievements.
- (4) As a condition for recording reception expenses, please clarify the positioning of the reception in the overall plan of the international collaborative research at the time of application.
- (5) We request that you undertake the procedures for security export control within the University prior to project implementation, and that checks be performed after the project starts when exporting new cargoes, providing

technology, or accepting international students, etc.

- (6) There is no exemption from class duties due to the adoption for this program. Extended business trips that affect classes will not be eligible for reimbursement of expenses.

5. Filling Out the Application Forms

- (1) Any number of research members is acceptable, as long as it is necessary to carry out the research plan.

*For the “collaborative research type,” the research shall involve the participation of at least two full-time faculty members of the University as Research Project Members, in addition to the Principal Investigator (applicant).

- (2) Research members are defined as follows:

- 1) “Principal Investigator”: A person who is responsible for all aspects of the project, including supervision of the research project, execution of the research plan, compilation of research results, publication of results, etc.
- 2) “Research Project Member”: A person who participates substantially in the collaborative research by playing a central role in the execution of the research plan in collaboration with the Principal Investigator.
- 3) “Doctoral students”: Doctoral students enrolled at Ritsumeikan University and graduate students enrolled in the 3rd year or higher of an integrated doctoral course who will participate in this research activity. It is also recommended that doctoral students be employed as RAs with this budget.
- 4) “Master’s-course students”: Master’s-course students enrolled at Ritsumeikan University and graduate students enrolled in the second year or lower of an integrated doctoral course who will participate in this research activity. It is also recommended that master’s-course students be employed as part-timers with this budget.
- 5) “Undergraduate students”: Undergraduate students enrolled at Ritsumeikan University who will participate in this research activity.

*If there is any change in the members of the research team after the adoption, please submit a “Change of Research Members Form.”

- (3) Use of research funds

Expenses related to collaborative research with overseas researchers are applicable, and the use for purposes other than the intended purpose is not permitted.

- (4) Other

If you have a collaborative research agreement with an overseas university or other research partner at the time of application, please submit a copy thereof at the time of application.

6. Notification of Screening Results

Screening results will be notified to the applicants via email by March 31, 2025.

7. Application Documents and the Personal Information Handling Policy

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

8. Application Procedure

Please apply on the SmartDB using the prescribed form (Application Form).

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=13968>

*For the list of research achievements (“Books,” “Papers,” “Academic Conference Presentations, etc.” for **the past five years (from April 1, 2020 to the time of application)**, please select “Research Achievement Form Output” in the “Data Output and Confirmation” section of the Researcher DB, and attach it to the application form in PDF, etc.

[About Researcher DB]: https://www.ritsumei.ac.jp/research/member/researcher_login/index.html/ (in Japanese/English)

9. Application Schedule

- Between Tuesday, November 26, 2024 and 23:59 on Monday, January 20, 2025: Publicly Offered Period
- Between Tuesday, January 21 and mid-March, 2025: Screening Period
- Late March, 2025: Division of Research Meeting
- Late March, 2025: Notification of screening results

10. Contacts

Campus	Office/Persons in Charge
Suzaku	Office of Research Strategy and Integrity Nakahara (Mr.), Ikuta (Ms.) 5th floor of Nakagawa Hall Ritsumeikan Suzaku Campus 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520 JAPAN 075-813-8199/Extension : 510-2425, 510-2413 E-mail : resplan4@st.ritsumei.ac.jp
Kinugasa	Research Office at Kinugasa Campus Nishimura (Mr.), Muramatsu (Ms.) 1st floor of Shugakukan Hall Ritsumeikan University Kinugasa Campus 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN 075-465-8237/Extension : 511-2378 E-mail: k-seido@st.ritsumei.ac.jp
Biwako-Kusatsu (BKC)	BKC Research Office at Biwako-Kusatsu Campus <<Natural Sciences>> Yamamoto (Mr.), Hori (Ms.) 3rd floor of Research Center for Disaster Mitigation System 077-561-3488/Extension : 515-6522, 515-6521 E-mail: b-kodoka@st.ritsumei.ac.jp <<Social Sciences>> Yamamoto (Mr.), Miyake (Ms.) 5th floor of Across Wing 077-561-3945/Extension : 515-6522, 515-2501 E-mail: b-kodoka@st.ritsumei.ac.jp Ritsumeikan University Biwako-Kusatsu Campus (BKC)

	1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577 JAPAN
Osaka Ibaraki (OIC)	Research Office at Osaka Ibaraki Campus 8th floor of Building A Ritsumeikan University Osaka Ibaraki Campus (OIC) 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN Application: Matsumoto (Mr.), Ono (Ms.) 072-665-2570/Extension : 513-2991, 513-2997 E-mail: oiicro-k@st.ritsumei.ac.jp

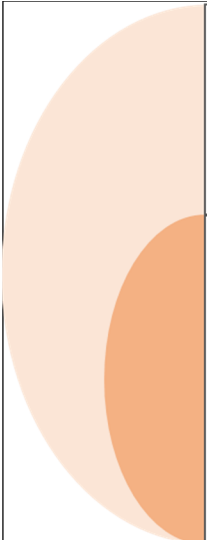
Request for Information Registration in the Researcher's Database (*kenkyusya-DB*)

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/ (in Japanese/English)

Reference Material 1

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

	Key Goal Indicator KGI	<ul style="list-style-type: none">- QS World University Rankings: 301-400th (800-1000th)- THE Impact Rankings: 101-200th (201-300th)- 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)
	Key Performance Indicator KPI	<ul style="list-style-type: none">- 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)

Reference Material 2

FAQ for Application for the International Collaborative Research Promotion Program (as of December 1, 2022)

1) Is this program also applicable to multilateral collaborations in place of bilateral collaborations between two research institutions?

Yes, it is also applicable to multilateral collaborations which involve more than two research institutions.

2) If there is only one research member affiliated with the University, is he/she eligible to apply?

For the “collaborative research type,” the research shall involve the participation of at least two full-time faculty members of the University as Research Project Members, in addition to the Principal Investigator (applicant).

For the “start-up type, meanwhile, this does not preclude the applicant from applying. However, since this program aims to establish a collaborative research agreement between the University institution to which the faculty member in question belongs and an overseas university, etc., the status of preparation for the conclusion of an international collaborative research agreement will be verified during the screening process.

3) What does a “collaborative-research-type” collaborative research agreement look like?

The collaborative research type is “a collaborative research project conducted between organizations.” The agreement should be concluded at the organizational unit of the University or the research institute/Research Organization with which the applicant is affiliated. A personal agreement of a researcher cannot be said to satisfy the requirements for the collaborative research type. The agreement may be in any form, including MoUs, as long as “the content of the agreement includes research activities.”

4) Is international collaborative research with overseas companies eligible for support?

There is no obstacle to inclusion of overseas companies in collaborative research plans, but the plans must also include participation by researchers from overseas universities and other institutions.

5) What are the procedures for accepting overseas researchers?

Please make use of the Program to Support Hosting of Affiliate Collaborative Researchers to accept the researcher.

6) Do we need to include the cost of hosting overseas researchers in our expense plan?

For the adopted proposals, the Division of Research plans to provide support for accepting overseas researchers (visa-related matters, guarantor service at the time of moving in, airport pickup, address registration, opening a bank account, living orientation, etc.) with a separate budget by outsourcing to an external company. However, transportation, accommodation, living, and other expenses of invited overseas researchers will not be subsidized with a separate budget.

Patterns of International Collaborative Research Development (ex.1)

Classification

(1) Participation in an internationally recognized research network

- Collaboration to establish themes within existing international research networks

Image of collaboration

Elucidation research network on ○○○○ (universities in charge: e.g. Boston University, University of Padua)

Results and Development

Play an important role in an internationally recognized network, such as representation in the framework of a set research project, region, etc.

The international network established will be the best in the world in the field and will be the lead institute in Asia or Japan.

Development image of (ex.1)					
Progress	Indicator	Stage 0	Stage 1	Stage 2	Stage 3
evaluation of organizational collaboration	(A) Contribution to network	Participates in the network	Plays some sort of central role within the network	Plays a representative role for the theme/region within the network	Represents the entire network
	(B) Network value	Is a global network in the relevant research theme	Becomes a network with more than 10 participating universities	Becomes a prominent network in the relevant field	Becomes the most prominent network in the relevant field
External funds to be aimed		<ul style="list-style-type: none"> - <u>Fostering Joint International Research</u> - JSPS Overseas Challenge Program for Young Researchers - Bilateral Programs 	- SATREPS	- SICORP	<ul style="list-style-type: none"> - International Leading Research - <u>JST Adopting Sustainable Partnerships for Innovative Research Ecosystem (ASPIRE)</u>

Patterns of International Collaborative Research Development (ex.2)

Classification

(2) Expertise/technology/facility collaborative research type

- Collaboration with overseas researchers with specific expertise and resources such as technology and facility

Image of collaboration



Example: Materials	Material provision (Procurement network and refining technology)	Synthesis and manufacturing (Manufacturing equipment and engineers)	Analysis and evaluation (Analyzers and analysts)
Example: Theory and implementation	Theory/hypothesis development (Building on previous theories)	Content creation (Design technology and software)	Verification in the implementation field analysis (Analysis technology and analyst)

Results and Development

For common research objectives, each institution shares roles by leveraging its strengths to produce significant research results that cannot be achieved by a single institution alone.

In the research field concerned, many results and technologies that other institutions also refer to and use will be produced, becoming a research center that attracts researchers from all over the world.

Development image of (ex.2)					
Progress	Indicator	Stage 0	Stage 1	Stage 2	Stage 3
evaluation of organizational collaboration	(A) Creation of unique results	Research results are obtained efficiently and effectively through collaboration	Novel results and technologies are generated through collaboration	For the relevant research theme, it becomes possible to generate research results that can only be obtained at this base	For the relevant research theme, the base becomes the world's largest producer of results and technologies that are referenced and utilized by other institutions
	(B) Deployment of technology and know-how	- The University makes use of technology, know-how, etc. of partner institutions or - The University's technology, know-how, etc. are utilized by partner institutions	- Technology, know-how, etc. of partner institutions are introduced to the University or - Technology, know-how, etc. of the University are introduced to partner institutions	Technology, know-how, etc. of both parties are made available for use by other universities.	It becomes a platform where many people and information come together as other universities utilize technology, know-how, etc. of both parties

External funds to be aimed	- <u>Fostering Joint International Research</u> - JSPS Overseas Challenge Program for Young Researchers - Bilateral Programs	- SATREPS	- SICORP	- International Leading Research - <u>JST Adopting Sustainable Partnerships</u> for Innovative Research Ecosystem (ASPIRE)
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Patterns of International Collaborative Research Development (ex.3)

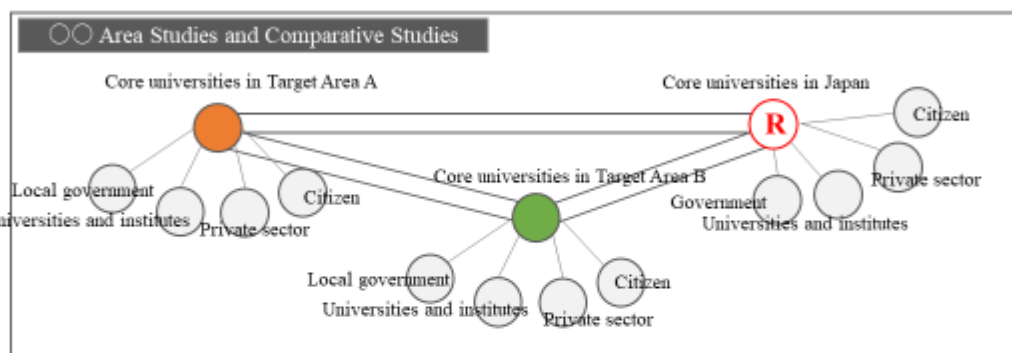
Classification

Image of collaboration

Results and Development

(3) Clarification of individual circumstances of a specific region/country

- Collaboration that relies on the particularities of a particular country or region



Research themes are set based on the peculiarities of a specific country or region, and value is obtained through multifaceted understanding of the target country or region and new findings and suggestions through comparisons among countries and regions.



To serve as the world's largest concentration of knowledge and networks of the target country/region for the research topic in question.

Development image of (ex.3)					
Progress	Indicator	Stage 0	Stage 1	Stage 2	Stage 3
evaluation of organizational collaboration	(A) Utilization of partner institutions' network	Access to stakeholders in the target country/region becomes possible through partner institutions	Partner institutions become a leading institution where a large amount of stakeholder information in the target country/region is collected	Partner institutions become the institution where the largest amount of stakeholder information in the target country/region is collected	Partner institutions become a platform that can provide institutions other than the University with the stakeholder information in the target country/region

	(B) Enhancement of the University's network	The stakeholder information in Japan (other or specific regions, etc.) can be provided through the University	The University becomes a leading institution where a large amount of stakeholder information regarding the relevant research theme in Japan (other or specific regions, etc.) is collected	The University becomes the institution where the largest amount of stakeholder information regarding the relevant research theme in Japan (other or specific regions, etc.) is collected	The University becomes a platform that can provide institutions other than partner institutions with the stakeholder information in Japan (other or specific regions, etc.)
External funds to be aimed		- <u>Fostering Joint International Research</u> - JSPS Overseas Challenge Program for Young Researchers - Bilateral Programs	- SATREPS	- SICORP	- International Leading Research - <u>JST Adopting Sustainable Partnerships for Innovative Research Ecosystem (ASPIRE)</u>

Web Application Procedure for the AY2025 International Collaborative Research Promotion Program

■ Location for Web Application

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=13968> (in Japanese/English)

「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す。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.

国際共同研究促進プログラム 申請調書 International Collaborative Research Promotion Program- Application Guidelines -

ステータス Status	申請前/Not Yet Applied	現在の担当者 Current staff	● [Redacted]
申請区分 Application category	* <input type="radio"/> 新規申請 New application <input type="radio"/> 変更届 Notification of change <input type="radio"/> 報告書 Research report <input type="radio"/> 中間報告書 Interim report		
提出先/問合せ先 Submit to/Contact information	* <input type="text" value="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 “New application.”

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

<input checked="" type="checkbox"/> 代理申請を行う場合はチェック	
代理申請情報	
代理申請者 所属 (学部) Proxy applicant College, Department	● [Redacted]
代理申請者 氏名 Proxy applicant Name	● [Redacted]
代理申請者 メールアドレス Proxy applicant Email	● [Redacted]
内線番号 Extension	<input type="text"/>

※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 delegate.
After the change, please re-select the above "Submit to/Contact information" field.

In case a secretary, etc. employed by the laboratory applies by proxy, log-in with the ID of the person applying and check this box.

申請日	2023年11月24日
教職員番号 ID No	● [Redacted]
所属 (学部) College, Department	● [Redacted]
所属 (学科) Major or Course	▼ [Redacted] ※理工学部のみ選択
職位 Position	● [Redacted]
申請者	※代理申請時のみ入力 ● [Redacted]
メールアドレス	● [Redacted]
内線番号	<input type="text"/>

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

Please select "2025".

年度 AY	2025年度
研究課題 Research Topic	
申請区分 Group	<p>※2025年度の共同研究型の研究期間は1年間での募集となります。</p> <p><input type="radio"/> スタートアップ型 (上限100万円) Start-up type (up to 1 million yen)</p> <p><input type="radio"/> 共同研究型 (上限400万円) Collaborative research type (up to 4 million yen)</p> <p><input type="radio"/> グローバル拠点型 (上限1000万円/年・3カ年) Global hub type (up to 10 million yen/year for 3 y</p>
審査時の分類 Screening Classification	<p><input type="radio"/> 人文社会科学系 Humanities/Social Sciences <input type="radio"/> 自然科学系 Natural Sciences</p>
申請金額 (千円) amount to be requested (Unit: 1,000 JPY)	<p>※2025年度の共同研究型の研究期間は1年間での募集となります。</p> <p><input type="text"/> 千円 (1000 yen)</p>
共同研究先となる海外の大学等名称 Counterparty overseas universities, etc.	
相手先研究代表者職位 Position of counterpart principal investigator	
相手先研究代表者氏名 Name of counterpart principal investigator	

Please select the application category and the screening classification, and fill in each required field.

*This year, we are only accepting applications for Start-up type and Collaborative research type. Please do not select the Global hub type.

Please enter the appropriate amount for Start-up type or Collaborative research type.

From then on, please enter according to the instructions on the application form.

Please enter the numbers of Research Project Members, Doctoral students, Master's-course students, Undergraduate students, and Other.

Please make sure that the numbers are the same as those indicated in the application form.

本大学研究メンバー数 Number of research members from the University ※選択肢に数が無い場合は直接入力してください *If there are no options, please enter directly	研究分担者 Research Project Member	博士後期課程学生 Doctoral students	博士前期課程学生 Master's-course students	学部学生 Undergraduate students	その他 Other
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
相手先となる海外の大学等の研究メンバー数 Number of research members from counterpart overseas universities, etc. ※選択肢に数が無い場合は直接入力してください *If there are no options, please enter directly	研究分担者 Research Project Member	博士後期課程学生 Doctoral students	博士前期課程学生 Master's-course students	学部学生 Undergraduate students	その他 Other
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach the application form and your research achievements in a single PDF file.

添付資料 (申請調書・研究業績書) Attachment (Application form・Research achievements)	<input type="text" value="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"/>
添付資料 (相手先となる海外の大学等との契約書の写し) Attachment (copy of an agreement with an overseas university or other research partner)	<input type="text" value="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"/>

Please attach data if you have a written agreement with the counterparty, such as an overseas university.

*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, a confirmation e-mail will be sent to both the applicant and the proxy.

<input checked="" type="checkbox"/> 代理申請を行う場合はチェック	
代理申請情報	
代理申請者 所属 (学部) Proxy applicant College, Department	<input type="text" value=""/>
代理申請者 氏名 Proxy applicant Name	<input type="text" value=""/>
代理申請者 メールアドレス Proxy applicant Email	<input type="text" value=""/>
内線番号	<input type="text" value=""/>
※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 delegate. After the change, please re-select the above "Submit to / Contact information" field.	
申請日	2023年11月24日
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所属 (学科) Major or Course	<input type="text" value=""/> ※理工学部のみ選択
職位 Position	<input type="text" value=""/>
申請者	<input type="text" value=""/>
メールアドレス	<input type="text" value=""/>
内線番号	<input type="text" value=""/>

After completing the data input, double-check if attachments have been attached without fail 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.

→Please confirm receipt of the notification email without fail.

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 temporarily saved.

(i) Access the application URL:

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=13968> (in Japanese/English)

(ii) Click “List” at the upper left corner 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” buttons.