

## AY2024 International Collaborative Research Promotion Program (Global Hub Type) - 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.

The global hub type of this program will be implemented with the aim of further developing and sustaining the existing research hub for systematic international collaboration with overseas universities and other institutions, as well as establishing a prominent international collaborative research hub at the University.

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
	Global hub type	<u>A research base with high international recognition to be formed by further developing and sustaining the existing collaborative research framework with overseas universities, etc. with the aim of establishing a hub where people, funds, information, and other resources can be assembled from Japan and overseas.</u>	<u>Up to 10 million yen/year</u> For three (3) years <small>*There will be an interim review during the second year of the project.</small>
Application requirements	(i) Overseas universities, etc. and researchers with whom the international collaborative research will be conducted must be identified at the time of application. (ii) 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 in place with the relevant partner overseas universities, etc. at the time of application that a 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		

	<p>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><u>(iii) In addition to the promotion of international collaborative research, the research base must employ Senior Researchers or Research Assistant Professors who will be exclusively engaged in research management, promotion of the base as an international collaborative research hub, and its development.</u></p> <p>(iv) The relevant research project shall involve the participation of at least two full-time faculty members of the University as Research Project Members.</p> <p>(v) 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><u>(vi) Applicants are not allowed to receive the Support Program for Female Researchers Conducting International Collaborative Research Activities or International Collaborative Research Promotion Program(Start-up type/ Collaborative research type) 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>(vii) You are required to check for any security export control concerns regarding the research plan to be proposed and follow the procedures as necessary.  <a href="https://www.ritsumei.ac.jp/research/member/study_ethic/se11.html/">https://www.ritsumei.ac.jp/research/member/study_ethic/se11.html/</a> (in Japanese only)</p>
Expected number of projects to be adopted	Two (2)
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, the acceptance of overseas researchers, the promotion of international collaborative research and research management, and the employment of researchers who will be exclusively engaged in promotion of the relevant international collaborative research hub 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 Research Assistant Professors, Senior Researchers, RAs, student part-time workers, etc.), travel and accommodation expenses for invited researchers, reception expenses, venue expenses, translation</p>

	<p>fees, review fees, etc.</p> <p>*Be sure to follow the standards in the Research Fund Spending Guidebook.</p> <p>*You are not allowed to employ a research member from the counterpart overseas universities, etc.</p> <p>*For the employment of researchers, there will be a need to go through the appointment procedure after the adoption for this program. Please note that the actual participation in the research project will take place after the appointment procedures are completed.</p> <p>*The total cost of equipment and supplies should not exceed 30% of the total cost of the relevant project. (The underlying research expenses and equipment shall either already be in place or will be funded by external sources.)</p> <p>*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.</p>
Grant period	Between April 1, 2024 and March 31, 2027

\*1 Those eligible as Principal Investigator shall be Ritsumeikan University Professors and Associate Professors (University teaching staff with no fixed-term employment and those who, in principle, will complete the relevant project during their tenure at the University).

Those eligible as Research Project Member shall be Ritsumeikan University Professors, Associate Professors, Sennin Lecturers, Ninkisei Kyoin (Professor/Associate Professor/Lecturer/Assistant Professor), Tokunin Assistant Professors, Shonin Assistant Professors, Tokubetsu Keiyaku Kyoin (Professor/Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor), Eminent Research Professors (Professor/Associate Professor), Research Professors (Professor/Associate Professor/Assistant Professor), or Research Staff (Senior Researcher, Researcher, Shonin Researcher).

### 3. Screening Procedure

#### (1) Screening Committee

- 1) Screening Committee on the International Collaborative Research Promotion Program (global hub type) will screen applications 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 after focusing on the following points.

##### 1) Future vision for the international collaborative research hub

- (i) Is the future development of the international collaborative research hub anticipated?
- (ii) Are there legitimate significance, necessity, and advantages of establishing an international collaborative research hub?
- (iii) For those already active as international collaborative research hubs, does the vision aim for new development that differs from existing initiatives, based on past achievements, current status, and issues?

##### 2) Goals of international collaborative research

- (i) Regarding the results aimed to be achieved in three years, have indicators, including specific numerical values that can be objectively evaluated by non-specialized researchers, based on the KGIs and KPIs in the Fourth Ritsumeikan University Mid-term Research Advancement Plan been defined?

- (ii) Are the goals set ambitious as well as achievable?
- 3) Content and research methods for international collaborative research
- (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?
- (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?
- 4) Participation of early-career researchers in international collaborative research
- (i) Does the research plan include the continuing participation of many master’s-course and doctoral students of the University?
- (ii) Does the research plan include the continuing participation of many master’s-course and doctoral students of the partner university?
- (iii) Is the role of the researchers who are also engaged in research management, promotion as an international collaborative research hub, and its development clearly indicated?
- 5) Research achievements and their preparation status
- (i) Is there a prospect of concluding a collaborative research agreement?
- (ii) Considering the reasons for choosing the partner university and past research achievements, etc. of the University and the partner university, can it be determined that the relevant research hub has a high level of accomplishment capability in the research project described in the application form?
- \*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, 2019 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 AY2024, and application results for external funds (government-affiliated public offering, private foundations, etc.) will be evaluated favorably (for principal investigators only).

### Image of Support Program for Strengthening International Research Capabilities



#### **4. 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) We strongly urge you to refer partner researchers to us for the QS Global Academic Survey for the QS World University Rankings.
- (4) After the end of the grant period, we will ask you to submit a report on the research results.
- (5) 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.
- (6) 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.
- (7) For the “collaborative research type,” the screening will be conducted for a two-year plan, but the budget will be allocated for each academic year. Please note that the balance of research funds allocated in the first year cannot be carried over to the following year.
- (8) For the “collaborative research type,” an interim report must be submitted by January 31 of the first year, and will be reviewed. As a result of the review, we may request a revision of the research plan.
- (9) 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.
- (10) There is no exemption from classes 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.

\*At least two full-time faculty members of the University shall participate in the research as Research Project Members.

(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) Others

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 by email in early April 2024.

## 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.”), 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/](https://www.ritsumei.ac.jp/research/member/researcher_login/index.html/) (in Japanese/English)

## 9. Application Schedule

- Between Friday, December 22, 2023 and Monday, February 19, 2024: Publicly Offered Period

- Between Tuesday, February 20 and late March, 2024: Screening Period

- Early April 2024: Notification of screening results

## 10. Contacts

Campus	Office/person in charge
Suzaku	Office of Research Planning & Development Nakahara (Mr.), Morishita (Ms.), 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, 510-2414, 510-2413

	E-mail: <a href="mailto:resplan4@st.ritsumei.ac.jp">resplan4@st.ritsumei.ac.jp</a>
Kinugasa	<p>Research Office at Kinugasa Campus          Kawasaki (Ms.), Sakane (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: 511-2407          E-mail: <a href="mailto:k-seido@st.ritsumei.ac.jp">k-seido@st.ritsumei.ac.jp</a></p>
Biwako- Kusatsu (BKC)	<p>Research Office at Biwako-Kusatsu Campus          Ritsumeikan University Biwako-Kusatsu Campus (BKC)          1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577 JAPAN          &lt;&lt;Natural Sciences&gt;&gt;          Nishikawa (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>          &lt;&lt;Humanities and Social Sciences&gt;&gt;          Nishikawa (Mr.), Tanaka (Ms.)          5th floor, Across Wing          Phone: 077-561-3945/Extension: 515-6522, 515-2501          E-mail: <a href="mailto:across@st.ritsumei.ac.jp">across@st.ritsumei.ac.jp</a></p>
Osaka Ibaraki (OIC)	<p>Research Office at Osaka Ibaraki Campus          8th floor, Building A          Ritsumeikan University Osaka Ibaraki Campus (OIC)          2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN          Application: Kudo (Ms.), Kitamura (Ms.)          Phone: 072-665-2570/Extension: 513-3508, 513-3502          E-mail: <a href="mailto:oicro-k@st.ritsumei.ac.jp">oicro-k@st.ritsumei.ac.jp</a>          Execution: Furukubo (Ms.) , Sato (Ms.)          Phone: 072-665-2570/Extension: 513-3507, 513-2997          E-mail: <a href="mailto:oicro-k@st.ritsumei.ac.jp">oicro-k@st.ritsumei.ac.jp</a></p>

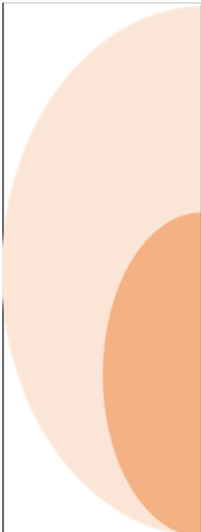
Request for Information Registration in the Researcher's Database (*kenkyusya-DB*)

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)

## 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>Key Goal Indicator</b> <b>KGI</b> <ul style="list-style-type: none"><li>- QS World University Rankings: 301-400<sup>th</sup> (800-1000<sup>th</sup>)</li><li>- THE Impact Rankings: 101-200<sup>th</sup> (201-300<sup>th</sup>)</li><li>- Top-10% international co-authored papers: 160 papers/year (80/year)</li><li>- Number of adoption for major categories (A or above) of Grants-in-Aid for Scientific Research &lt;KAKENHI&gt;: 10 projects/year (5/year)</li><li>- Amount of external funds acquired: 5.0 billion yen (3.35 billion yen)</li></ul>
	<b>Key Performance Indicator</b> <b>KPI</b> <ul style="list-style-type: none"><li>- Number of votes received in the QS Global Academic Survey: 300 votes (86)</li><li>- Evaluation points for the THE Impact Rankings: 84.0 (75.4)</li><li>- Number/amount of KAKENHI categories adopted: 790 projects (690)/1.8 billion yen (1.4 billion yen)</li><li>- Amount of external funds acquired through the industry-academia-government collaborations: 1.1 billion yen (730 million yen)</li><li>- Numbers of researchers dispatched overseas/received from overseas: 1,334 persons (7)/440 persons (140), respectively</li><li>- Rate of international co-authorship/number of paper submissions to high-impact journals: 33.3% (29.2%)/200 papers (94)</li><li>- Number of graduate-student participants in projects of Research Institutes/Research Centers: 300 doctoral students (191), 300 master's course students (192)</li></ul>

## Reference Material 2

FAQ for Application for the International Collaborative Research Promotion Program (as of December 22, 2023)

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?

The application must include the participation of at least two full-time faculty members of the University as Research Project Members.

3) What does the existing collaborative research framework with overseas universities, etc. look like?

For example, a project that has a research infrastructure, such as a project adopted by the collaborative research type of the International Collaborative Research Promotion Program, a project adopted by the Grant-in-Aid for Scientific Research on International Collaborative Research, or a project adopted by a large public fund that includes an overseas university as a collaborative research member.

4) What does a collaborative research agreement look like?

A personal agreement of a researcher cannot be said to satisfy the requirements for a collaborative research agreement. The agreement may be in any form, including MoUs, as long as “the content of the agreement includes research activities.”

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

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



6) 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.

7) Do we need to include the cost of hosting an overseas researcher 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.

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

<b>Development image of (ex.1)</b>					
Progress	Indicator	Stage 0	Stage 1	Stage 2	Stage 3
evaluation of organization al 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 ten (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		- Fostering Joint International Research - JSPS Overseas Challenge Program for Young Researchers - Bilateral Programs	- SATREPS	- International Collaborative Research - SICORP	- International Leading Research - JST Adopting Sustainable Partnerships for Innovative Research Ecosystem (ASPIRE)

# 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.

<b>Development image of (ex.2)</b>					
Progress evaluation of organizational collaboration	Indicator	Stage 0	Stage 1	Stage 2	Stage 3
	(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	- Fostering Joint International Research - JSPS Overseas Challenge Program for Young Researchers - Bilateral Programs	- SATREPS	- International Collaborative Research - SICORP	- International Leading Research - JST Adopting Sustainable Partnerships for Innovative Research Ecosystem (ASPIRE)
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## Patterns of International Collaborative Research Development (ex.3)

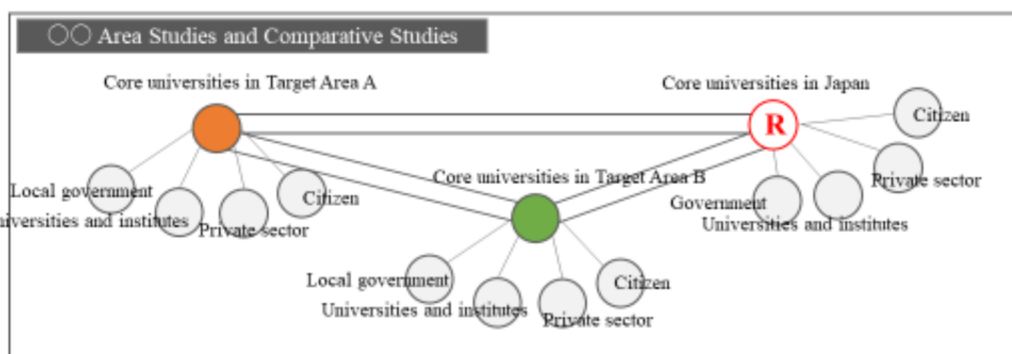
Classification

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 organization al 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		- Fostering Joint International Research - JSPS Overseas Challenge Program for Young Researchers - Bilateral Programs	- SATREPS	- International Collaborative Research - SICORP	- International Leading Research - JST Adopting Sustainable Partnerships for Innovative Research Ecosystem (ASPIRE)