

Application Guidelines for AY2024 Research Support Subsidy for Master's Students

< Conference Presentations, Participation in Academic Programs, Field Research etc. >

International Cooperation and Research Division

The Research Support Subsidy for Master's Students is a financial support scheme to assist master's students with their research endeavors. Recipients of this subsidy are expected to make full use of it in earning their degree and achieve outstanding research results such as by producing an internationally-significant research paper.

**In accordance with APU's Code of Conduct there may be some restrictions on the activities which can be carried out.*

1. Research Activities that can be covered by this scheme are following:

- ① Conference Presentations
- ② Participation in Academic Programs related to the applicant's research
- ③ Field Research (including outsourcing of data collection)
- ④ Paper Publication
- ⑤ Purchase of Software/Databases

2. Application Eligibility

- ① Eligible applicants must be 1st-4th semester students of a Master's program in AY2024.
- ② Eligible applicants must not be on leave of absence.
- ③ Eligible applicants must not be in receipt of JPY100,000 or more from external research funds in AY2024, and must have willingness to use the external funds prior to the subsidy.
- ④ Eligible applicants must not have been accepted by this scheme before.

3. Deadline for the Completion of Activities

- ① For those who apply in the Spring Semester, the supported activities must be completed, and all necessary documents submitted by October 11, 2024.
- ② For those who apply in the Fall Semester, the supported activities must be completed, and all necessary documents submitted by March 2, 2025.
- ③ For those who are expected to graduate in September 2024, notwithstanding the above provisions, the supported activities must be completed, and all necessary documents submitted by September 2, 2024.

4. The funding amount, expenses which may be covered and other related rules

The maximum funding amount is JPY75,000. Any expenses in excess of the maximum grant amount, or which are deemed ineligible for reimbursement must be borne by the candidate. Only expenses for ① - ⑤ listed below may be covered by the subsidy. Additionally, with the exception of per diem (daily allowance), receipts must be submitted for all expenses. For full

details, including limitations to funding and the length of trips, please see “【Annex】 Rules and Conditions of Research Support Subsidy for Graduate Students”.

① **Conference Presentations:**

Conference registration/participation fee, transportations expenses, accommodation expenses, and per diem (only for days on which research was conducted. Not provided for travel days).

In principle, expenses to participate in conferences, symposiums directly or indirectly organized by APU (including departments, centers or other affiliated institutions) or APU faculty members will not be covered.

② **Participation in academic programs with a direct connection to the applicant's research, (seminars or conferences, etc.):**

Registration/participation fee, transportations expenses, accommodation expenses, and per diem (only for days on which research was conducted. Not provided for travel days).

In principle, expenses to participate in conferences, symposiums directly or indirectly organized by APU (including departments, centers or other affiliated institutions) or APU faculty members will not be covered.

③ **Field Research**

Transportation expenses, accommodation expenses, and per diem (only for days on which research was conducted. Not provided for travel days).

In the case where the candidate cannot conduct the field research by themselves, the cost of outsourcing to a company may be covered.

**It is not possible to request that an individual carry out the work on behalf of the applicant)*

④ **Paper Publication**

Publication and proofreading expenses.

⑤ **Purchase of Software/Databases**

A subscription to a software or database for the period which is the closest to the period required for the supported research to be conducted.

5. Application Process and Application Period

① Application periods:

- For research activities in the spring semester (those which take place between **April – September 30**), applications must be submitted **by May 5**.
- For research activities in the fall semester (those which take place between **October – March 2**), applications must be submitted between **September 20 – October 20, 2024**.

③ Applications must be submitted ONLINE.

URL: <https://forms.office.com/r/QkBbUcRsD2>

**Applications for conference presentations and participation in academic programs with a direct connection to the applicant's research (seminars, conferences) will be accepted even if the conference/program was already attended and paid for prior to the application being made.*

【Screening Criteria】

- Does the application demonstrate the importance of the research and the relevance of the research objectives?
- Is the research plan clearly described?
- Will the implementation of the plan further the described research?
- Are the proposed expenses consistent with the research plan?
- Is the requested expense amount reasonable, and will it be used effectively?

6. Notification of Results (tentative)

Spring Semester: June 3

Fall Semester: November 18

7. Requirements for Selected Candidates

If the recipient fails to fulfill the following obligations their selection for the subsidy will be rescinded and the subsidy, if already paid, must be returned.

- ① An official report and other required documents must be submitted within 2 weeks of completing the approved research activity. Failure to submit the required documents without prior consultation with the Research Office, will be regarded as a rejection of the subsidy and no reimbursement will be made. Furthermore, any future applications for the subsidy in subsequent years will not be accepted.
- ② Students who are expected to graduate in September 2024 must submit their official report and all other required documents by September 2, 2024. Failure to do so may be regarded as a rejection of the subsidy acceptance and no reimbursement may be made.
- ③ All required documents for activities which are completed between February 17 – March 2, 2025 must be submitted by March 3, 2025. Failure to do so may be regarded as a rejection of the subsidy acceptance and no reimbursement may be made. Furthermore, any future applications for the subsidy in subsequent years may not be accepted.
- ④ When ICRD requires, the recipients must present their research results in events organized by ICRD. However, this is not necessary if the research is related to a topic which has been accepted for presentations at AP Conference and/or other conferences.
- ⑤ Candidates must complete APU's research ethics and compliance training following their acceptance, and before carrying out their approved research activity.

8. Application Documents

The required documents differ depending on which research activity the applicant intends to conduct. Applications which are submitted without the signature of the applicant's supervisor will not be accepted.

In principle, costs other than those specified during the application process will not be eligible for the subsidy. In addition, major changes to the content of the activity will not be permitted after acceptance of the application. The application should be submitted only after thoroughly planning the research activity.

① **Conference Presentations**

- 1) Application Form A
- 2) An acceptance letter from the organizing body of the conference
- 3) Document(s) showing the registration/participation fee. If the fee has already been paid, a copy of the receipt must be submitted
- 4) Document(s) showing the date, location and schedule of the conference
- 5) The abstract, PowerPoint, or poster to be presented at the conference

② **Participation in Programs Directly Related to the Research (Seminars, Conferences, etc.)**

- 1) Application Form B
- 2) Document(s) showing the registration/participation fee. If the fee has already been paid, a copy of the receipt must be submitted
- 3) Document(s) showing the date, location, contents and schedule of the program

③ **Field Research**

- 1) Application Form C
- 2) If outsourcing data collection, a price quotation from the company which will carry out the work

④ **Paper Publication**

- 1) Application Form D
- 2) Documents showing the submission/publication fee
- 3) Price quotation document for proofreading
- 4) Documents showing details about the service(s) to be used
- 5) A copy of the paper before services such as proofreading have been carried out

⑤ **Purchase of Software/Databases**

- 1) Application Form E
- 2) Document(s) showing the details and cost of the software/database subscription to be purchased

9. Changes to the Research Plan

In cases where changes need to be made to the research plan, the student must consult with ICRD. The changes include withdrawal of application. Failure to do so may result in the permanent revocation of eligibility to apply for this scheme.

10. Cases in Which the Acceptance of a Candidate May Be Rescinded

In the case of any of the following circumstances the candidate's acceptance for the subsidy may be rescinded and, if already paid, the subsidy amount must be returned. In addition, the candidate will not be permitted to apply for the subsidy in subsequent years.

- ① Failure to fulfill the obligations
- ② False information and/or statements in submitted documents
- ③ Instances that cause the Dean of ICRD to determine the candidate is unsuitable to receive the subsidy

[Annex]
**Rules and Conditions of Research Support Subsidy
for Graduate Students**

<The way you receive money>

You need to pay the expenses out-of-pocket first and request reimbursement afterwards.

<Examples of major cases where you cannot receive the subsidy>

- The approved research activity has not been completed yet.
- Receipts are not submitted.
- Activity Report has not been submitted.
- The payment was made with a credit card of someone else.
- Cancellation fees and change fees due to personal reasons (including but not limited to: illness, tardiness, and schedule changes for personal reasons)
- Expenses incurred for activities that are unrelated to the approved activity, or expenses not included in the approved activity.

<Receipt>

- All receipts should be addressed to "Ritsumeikan Asia Pacific University" and signed or stamped by the subsidy recipient. In addition, the addressee's name should be clearly written in block letters.

<Expenses that can be covered by the Subsidy>

- ① Registration/participation fees (for the categories of either "Conference Presentation" or "Academic Program Participation")
- ② Transportation fees (rail, boat, bus and air fares with receipts)
 - General Rules
 - Only economy class airfare is eligible for reimbursement. Receipts and boarding passes must be submitted. The reimbursed amount will be for the actual expenses incurred.
 - For most low-cost airlines, additional fees will be incurred for check-in baggage, seat reservation, and in-flight meals. The researcher may be reimbursed for such additional fees if they are for services generally covered by full-service carrier (FSC) airlines.
 - In principle, expenses for taxis and/or rental cars will not be covered by the Subsidy. Accordingly, other car-related expenses such as fees for highway tolls, parking, and fuel are also not eligible. If the use of a rental car or taxi is necessary for unavoidable reasons, you must consult with the Research Office in advance. Expenses for use of taxis/rental cars without prior permission will not be covered by the Subsidy.
 - Any expenses incurred by the use of private vehicles, such as fees for highway tolls, parking and fuel will not be covered.

- Days within the duration of the trip which do not involve any approved research activities are not eligible for the payment of transportation fees, accommodation fees or per diem.
 - Transportation expenses include rail, boat, bus and air fares between the departure location and the location in which research activities are carried out. Receipts must be provided.
 - For Domestic Transportation
 - In the case of travel by train for distances exceeding 100km, the Special Limited Express Fee, Limited Express Fee and Seat Reservation fees, along with the base fare, can be reimbursed once receipts are provided.
 - For Overseas Transportation
 - Transportation expenses with receipts to/from the airport in Japan
 - Overseas travel insurance
- ③ Accommodation fees
- The actual cost of the accommodation (up to a maximum specified limit) shall be reimbursed. The maximum allowance for accommodation fees is as shown on the Table 1 and 2 below.
 - If more than one person shares a room, the room charge will be divided proportionally by the number of guests and only the subsidy recipient's portion will be paid.
 - For the Conference Presentation category, the following accommodation costs may be covered with the Subsidy.
 - Domestic: up to 2 nights/3days including the presentation day
 - Overseas: up to 3 nights/4days including the presentation day
 - For the Academic Program Participation category, the following accommodation costs may be covered with the Subsidy.
 - Domestic: up to 2 nights/3days including the presentation day
 - Overseas: up to 3 nights/4days including the presentation day
- ④ Per Diem
- Per diem will be provided only when the maximum amount of the allowance, excluding transportation and accommodation expenses, is still within the allowance limit and when the secretariat deems it appropriate in light of the purpose of the research. In any case, however, travel days are not covered.
 - If a per diem is paid, the amount varies by region, as shown in Table 3 below.
- ⑤ Outsourcing data collection to a company (only applicable when researchers cannot go to their field trips themselves)
- Private individuals may not be hired for data collection.
 - Any payment which exceeds ¥100,000 must be made directly by the Research

Office. Subsidy recipients may not make such payments out-of-pocket. If the cost of outsourcing data collection exceeds ¥100,000, please consult with the Research Office well in advance.

⑥ Expenses related to paper publication

- Journal submission fees (receipt(s) required)
- Expenses related to proofreading services

**Note that proofreading may not be outsourced to private individuals. Receipt(s) and the edited paper must be submitted.*

⑦ Purchase of Software/Database subscriptions related to the research

- Receipt(s) must be submitted
- If a physical copy is provided it must be brought to the Research Office in its original packaging for inspection
- In the case of licenses or electronic purchases a screenshot of the software in use on the student's PC is required as proof of purchase

<Table 1> Standards for travel expenses for overseas research trips

Domestic	Air Fare		Lowest Travel Class (i.e. Economy Class)
	Accommodation Fee (maximum)		12,000 JPY
	Per Diem		3,000 JPY
Overseas	Air Fare		Lowest Travel Class (i.e. Economy Class)
	Accommodation Fee (maximum)	Designated City	22,500 JPY
		Region1	18,800 JPY
		Region2	15,100 JPY
		Region3	13,500 JPY
	Per Diem	Designated City	8,300 JPY
		Region 1	7,000 JPY
		Region 2	5,600 JPY
Region 3		5,100 JPY	

<Table 2> The categorization of designated cities and regions 1, 2 and 3

Designated Cities	Abidjan Abu Dhabi Geneva Jeddah	Kuwait London Los Angeles Moscow	New York Paris Riyadh San Francisco	Singapore Washington D.C.
Region 1	Afghanistan Andorra Austria Bahrain Belgium Canada Cyprus Denmark Finland France Germany	Greece Iceland Iran Iraq Ireland Israel Italy Jordan Lebanon Liechtenstein Luxembourg	Malta Monaco Netherlands Norway Oman Portugal Qatar San Marino Saudi Arabia Spain Sweden	Switzerland Syria Turkey United Arab Emirates United Kingdom United States Vatican City Yemen
Region 2	All Pacific Islands Albania Armenia Australia Azerbaijan Belarus Bosnia-Herzegovina Brunei Bulgaria Cambodia Croatia Czech Republic	East Timor Estonia Georgia Hong Kong Hungary Indonesia Kazakhstan Kiribati Kosovo Kyrgyzstan Laos Latvia	Lithuania Malaysia Moldova Montenegro Myanmar New Zealand North Macedonia Papua New Guinea Philippines Poland Romania Russia	Serbia Slovakia Slovenia South Korea Tajikistan Thailand Turkmenistan Ukraine Uzbekistan Vietnam
Region 3	All of Africa All of Central America All of South America All of the West Indies Bangladesh	Bhutan China Cuba Ethiopia India	Maldives Mexico Mongolia Nepal Pakistan	Sri Lanka Taiwan