

**Application Guidelines for Asia Pacific Conference 2023**  
**Book Writing Workshop Subsidy**

This subsidy supports one (1) APU faculty member who wishes to organize a workshop at the Asia Pacific Conference 2023.

Purpose	This subsidy encourages one (1) APU full-time faculty member to invite researchers affiliated with universities or research institutions other than APU, and by doing so, further advance research and disseminate the research findings through the publication of a book or a special issue of a journal.
Application Requirements	<ul style="list-style-type: none"> <li>• The applicant must be an APU full-time faculty member (professor, associate professor, assistant professor, tenured senior lecturer, and lecturer including fixed-term faculty member, specially-employed faculty, and continuously-employed faculty).</li> <li>• The workshop must have five (5) or more participants, including the workshop chair.</li> <li>• The workshop must include three (3) or more researchers affiliated with universities or research institutions other than APU as participants.</li> <li>• The application must have an adequate research plan in order to publish a book or a special issue of a journal.</li> <li>• A plan for publication must be clearly indicated.</li> <li>• It is preferable that graduate students are included as participants in the workshop.</li> </ul> <p>➤ Ritsumeikan Academy trustees, Vice President (Research), ICRD Dean, and RCAPS Director are not eligible to apply.</p>
Application Procedure	<p>To apply for the AP Conference 2023 Workshop Subsidy, please send the following documents to the AP Conference Secretariat by email.</p> <ul style="list-style-type: none"> <li>• Application form (attached)</li> <li>• CVs of all participants (including publication lists)</li> </ul> <p>AP Conference Secretariat Email: <a href="mailto:apconf@apu.ac.jp">apconf@apu.ac.jp</a></p>
Application Deadline	August 31 <sup>st</sup> , 2023 (strictly observed)
Screening	<p>The RCAPS Steering Committee will screen applications and select one.</p> <p>The AP Conference Secretariat will inform the applicant of the screening results by email (scheduled in July).</p>
Obligations	<p>The applicant must fulfil all of the following obligations.</p> <p>➤ If any one of them is not met, the subsidy will not be provided.</p>

	<ul style="list-style-type: none"> <li>• Hold the workshop on <b>Friday, December 1, 2023</b>.</li> <li>• Arrange and gather all the documentation regarding the itineraries and travel expenses for the participants, submit necessary forms to the AP Conference Secretariat in advance. The applicant must also receive information on how to use the subsidy from the AP Conference Secretariat.</li> <li>• Promote the workshop to attract audience members.</li> <li>• Submit a report (within two weeks after the workshop).</li> <li>• In principle, publish a book or a journal in English by <b>December 2024</b> and contribute one copy to the Research Office.</li> </ul> <p>➤ The applicant is fully responsible for running the workshop. The Research Office will only reimburse expenses to the applicant (excluding the wages for student part-time workers).</p> <p>➤ The Workshop participants who have applied for AP Conference as presenters must complete the payment by August 31<sup>st</sup>.</p>
Scope of Subsidy	<p>Regarding costs necessary for holding a workshop, a maximum of ¥ 200,000 will be subsidised.</p> <ul style="list-style-type: none"> <li>• Travel and accommodation fees of the participants</li> <li>• Wages for student part-time workers</li> <li>• Costs for the workshop day <ul style="list-style-type: none"> <li>Venue rental fees (if off-campus), lunch for participants (with no alcohol), snacks, and drinks, consumable items, and handout printing fees.</li> </ul> </li> </ul> <p>➤ <u>The applicant must pay all the above expenses out-of-pocket</u> (excluding the wages for student part-time workers). The AP Conference Secretariat will <u>reimburse expenses to the applicant (not to the participants)</u>.</p> <p>➤ The wages for part-time work will be directly paid to students for accounting reasons.</p> <p>➤ Mixed use with other Research Office/RCAPS' subsidies or Grants-in-Aid is not allowed.</p> <p>➤ Honorarium will not be covered.</p> <p>➤ Travel and accommodation fees for APU-faculty members will not be covered.</p>
Other	<p>The applicant will be responsible if the participants are involved in an accident or behave inappropriately during the conference. Neither APU nor the AP Conference Secretariat will assume responsibility.</p>

## **Subsidy Coverage**

### ◆ **Transportation**

(1) Transportation costs for participants traveling from abroad

Round trip economy ticket from airport closest to the participant's residence (or from the airport closest to the country/region where the participant is conducting other business) to APU, via the most economical route. (Service charges are excluded)

- Insurance and visa application fees, etc. are not covered.
- In principle, taxi fares are not covered.

(2) Transportation costs for participants traveling domestically in Japan

When coming by train, the round trip fare from the station closest to the participant's residence (or from the station closest to the location where the participant is conducting other business) to APU.

- Insurance is not covered.
- In principle, taxi fares are not covered.

### ◆ **Accommodation**

- Maximum of ¥12,000 per night (actual expenses) including breakfast (tax included, service charges excluded) will be provided.
- In principle, the subsidy will cover the duration of stay from the day before the workshop to the day after the conference.
- The accommodation should be in Beppu city, Oita city, or Hayami district.
- If the room is shared with other person(s), the room fee will be divided by the number of person(s), and the subsidy will cover only the cost for the participant.
- The applicant is to arrange accommodation for the participants.

## **Flow of Reimbursement**

(1) The applicant books flight/hotel and pays on behalf of the invited guest. All receipts must be made out to "Ritsumeikan Asia Pacific University," NOT invited guest.



(2) The applicant collects the following from the guest:

- (If travelling by air) Flight Itinerary, receipt and boarding passes
- Hotel receipt

The applicant stamps their inkan (seal) or signs on the back of the receipts, writes their name in block letters next to the signature or seal, and submits the above items to the AP Conference Secretariat.



(3) The AP Conference Secretariat will **reimburse expenses to the applicant (not to the guest)** by domestic bank transfer about four (4) weeks after the submission of the documents.

<Sample Receipt>

Front:

Must be made out to "Ritsumeikan Asia Pacific University" (NOT guest)

To: Ritsumeikan Asia Pacific University  
Amount: 9,000 yen  
December 1-2 as an accommodation fee

Back:

Must have workshop chair's name and signature or stamp (NOT guest)

Taro Ritsumei      Signature/Stamp

**Important Points**

Please note the following:

- 1) APU will not make payment nor remittance directly to the participant.
- 2) APU will not pay/supply cash.
- 3) APU will not make advance payment.
- 4) Mixed use with Research Office/RCAPS subsidies or Grants-in-Aid is not allowed.
- 5) If the AP Conference Secretariat determines that the submitted documents are incomplete or do not fulfil requirements, the expenses may not be reimbursed.

**CONTACT:**

AP Conference Secretariat  
Research Office  
Email: apconf@apu.ac.jp