

**Art Research Center –  
International Joint Digital Archiving Center for Japanese Art and Culture (ARC-iJAC),  
Ritsumeikan University**

**Guidelines for FY 2024 International Joint Research to Utilize the Center’s Facilities and Equipment (D)**

The Art Research Center (ARC), Ritsumeikan University, has been actively promoting joint research that integrates the humanities and cutting-edge information technology, with its research focus on digital archiving of Japanese cultural properties, both tangible and intangible. As selected as an International Joint Usage/Research Center Program by the Ministry of Education, Culture, Sports, Science and Technology, Japan in FY 2019, the ARC has been providing an environment to further promote the construction of digital archives. By utilizing this environment, researchers can vigorously pursue research on Japanese culture while constructing their own digital archives. Now, we are calling for international joint research proposals as follows.

**I. About the Joint Research Projects**

(D) International Joint Research to Utilize the Center’s Facilities and Equipment: A joint research that utilizes the ARC’s facilities, equipment, and cloud service to build digital archives.

<Available services >

- Database Usage: The ARC issues a password for you to access password-protected databases.
- Use of Database System: You can use the ARC’s database system that you need for digital archiving, from creating databases of materials to creating a Virtual Institute with CMS (Contents Management System).
- Cloud Storage: You can use “OwnCloud,” a cloud storage and file server to share files with other research members. You can also create a website for your project by using the same service.
- The ARC’s Facilities and Equipment: You can use the ARC’s facilities and equipment to create a digital archive. [Please see the ARC website](#) for the list of facilities and equipment available.
- Consigning of databases: The ARC accepts consignment of databases that are no longer active or managed in a local environment and operates them using the Center’s network environment.
- Digital Archiving: The ARC digitizes materials on consignment.

**II. Eligibility**

The research leader of the joint research team should be a faculty member/researcher/curator who belongs to a university or a research institution within and outside Japan.

Note: A graduate student cannot be a research leader.

**III. Organization of a research team**

1. A research team consists of a researcher (research leader) or researchers (research leader and co-researchers).
2. While it is recommended that the team includes a faculty member of the ARC as its team member, you can also apply without one. In either case, the ARC-iJAC’s Technical Support Board will support you. Successful applicants can contact the Technical Support Board for more details.
3. You can recruit (an) additional member(s) after your proposal is selected. The ARC will assist the recruitment.

**IV. Research period**

April 1, 2024 (or from the date your proposal is accepted if it is applied and selected during the fiscal year) - March 31, 2025

**V. Research expenses**

Any expenses incurred in research activities need to be covered by the research leader or co-researchers.

**VI. How to submit a proposal**

Please submit the application form for FY 2024 International Joint Research to Utilize the Center’s Facilities and

Equipment by e-mail. The form is available on the ARC's website: <https://www.arc.ritsumei.ac.jp/e/ijac/>.

Submit to: Office of the Art Research Center  
Research Office at Kinugasa Campus, Ritsumeikan University  
E-mail: [r-darc@st.ritsumei.ac.jp](mailto:r-darc@st.ritsumei.ac.jp)

We will send you a confirmation of receipt by the next business day. If you did not receive a confirmation by then, please contact the office of the Art Research Center.

We accept proposals throughout the fiscal year. However, if you wish to start your project from April 1, 2024, please submit your proposal by March 15, 2024.

## **VII. Selection process and notification**

The Art Research Center will evaluate the research proposals and send out the results by e-mail in about two weeks.

## **VIII. Research outcomes**

1. We strongly encourage you to submit your research outcomes to the Center's academic journal *Art Research*. We also kindly ask you to actively disseminate your research outcomes in the digital space, such as by submitting them to other academic journals, making them available online, and further developing your database. You can also introduce your research activities and present your research outcomes at one of the International ARC Seminars held twice a month.
2. After the end of the fiscal year, the research team is expected to submit its research outcomes in a report, which the ARC will publish on its website and include in its bulletin *Art Research*.
3. Copyrights related to the research outcomes belong to their authors/creators/database builders.
4. Research outcomes should be shared with researchers from other universities and research institutions unless there are special circumstances.

\*You can control whether or not the database content of your research project is made available to the public or shared with other projects.

## **IX. Notes**

1. The research leader and co-researchers can use the ARC's facilities and digital resources by following the ARC's rules.
2. If he/she would like, the research leader can apply for a visiting researcher of the Kinugasa Research Organization, Ritsumeikan University - the umbrella organization to which the ARC belongs. Note that this is not mandatory.
3. Before submitting a research proposal, in principle, the research leader needs to secure agreements not only from his or her research organization for applying for the Joint Research but also from the team's co-researchers for their participation.
4. When you use the ARC's databases and cloud storage, please comply with the "Rules on Database System and Cloud Storage Usage" set out by the Art Research Center (please refer to the ARC's website).
5. In the case of misconduct, such as research misconduct and misuse of research funds, or in the case in which the ARC determines that the project shall interfere with the normal activities of the center or cause significant disadvantage to the center or the university, the project may be canceled.

## **X. Contact**

International Joint Digital Archiving Center for Japanese Art and Culture (ARC-iJAC)  
Office of the Art Research Center, Research Office at Kinugasa Campus,  
Ritsumeikan University  
E-mail: [r-darc@st.ritsumei.ac.jp](mailto:r-darc@st.ritsumei.ac.jp)