

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

Guidelines for FY 2020 International Joint Research to Utilize the Center’s Facilities and Equipment

The Art Research Center (ARC), Ritsumeikan University, has been actively promoting cooperative research between the humanities and cutting-edge information technology, with a strong focus on digital archiving of Japanese cultural properties, both tangible and intangible. The ARC has been selected as an International Joint Usage/Research Center Program by the Ministry of Education, Culture, Sports, Science and Technology, Japan, in October 2019. To facilitate digital archiving of Japanese art and cultural properties and to promote the utilization of digital resources, we are pleased to invite researchers to submit international joint research proposals.

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 access-limited 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 the CMS (Contents Management System).
- Cloud Storage: You can use “OwnCloud”, a cloud storage and a file server to share files with other research members. You can also create a website for your project by using the same service.
- 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- Consigning of databases: The ARC accepts consignment of databases that are no longer active or managed in a local environment and operate them using the Center’s network environment.
- Digital Archiving: The ARC digitalizes 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 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, 2020 (Or from the date your proposal was accepted if it was applied and selected during the fiscal year) - March 31, 2021

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 2020 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>

Submit to: Office of the Art Research Center

Research Office at Kinugasa Campus, Ritsumeikan University

E-mail: 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 Art Research Center.

VII. Selection process and notification

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

VIII. Research outcomes

1. We expect digital publications and making research results available online, as well as improvement and dissemination of databases.
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.

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. The research leader and co-researchers are eligible for applying for a visiting researcher of the Kinugasa Research Organization, Ritsumeikan University - the umbrella organization to which the ARC belongs.
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 participations.
4. When you use the ARC's databases and cloud storage, please comply with the "[Rules on Database and Cloud Storage Usage](#)," (please refer to the ARC's website) set out by the Art Research Center.

X. Contact

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