

**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 ARC System for Educational
Purposes [E]**

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. 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 advance research and education on Japanese culture through constructing their own digital archives. We are calling for proposals for International Joint Research to Utilize the ARC System for Educational Purposes [E] as follows.

I. About International Joint Research to Utilize the ARC System for Educational Purposes [E]

Initiatives aimed at educational purposes utilizing the online system operated by the Center.

<Available services >

The ARC Research Space (an integrated digital archiving system for research purposes) can serve educational purposes as well.

- Use of Database System: You can utilize the ARC's database system for your digital archiving needs, for uses ranging from creating databases of materials to creating a Virtual Institute with CMS (Contents Management System).
- Database Usage: The ARC issues a password for applicants and project members to access password-protected ARC databases, including the use of a variety of auxiliary functions.
- Cloud Storage: You can use "OwnCloud," a cloud storage and file server to share files within your other project group and create a website for your educational use.
- Use of Facilities and Equipment: ARC facilities and equipment are available for use to build digital archives. Please see the [ARC website](#) for a list of available facilities and equipment.
- Support for Digital Archiving: Technical support for the digitization of educational resources is available. Concerning the digitization process, please consult with us.

II. Eligibility

The project leader of the joint research team should be a faculty member who belongs to a university or a research institution within and outside Japan or a person in charge of lifelong education (including museums, art galleries, libraries, etc.).

Note: A graduate student cannot be a project leader.

III. Organization of a project team

1. The project team may consist of one person (project leader) or multiple persons (project leader and project members).
2. While we recommend that the project team includes an ARC faculty member (excluding senior researchers, researchers and visiting researchers), you can also apply without one. In either case, the ARC-iJAC's Technical Support Board will provide support for educational projects that do not involve faculty members affiliated with the Center. Hence, successful applicants shall consult with the Technical Support Board for details after the application has been accepted.
3. You can recruit (an) additional member(s) after the application is accepted. The ARC will provide assistance in the recruitment process.

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 project leader or project members.

VI. How to submit an application

Please submit the application form for FY 2024 International Joint Research to Utilize the ARC System for Education Purposes [E] by e-mail. The form is available on the ARC 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

We will send you a confirmation of receipt by the next business day. If you do not receive a confirmation by then, please contact the office of the Art Research Center. Applications are accepted throughout the fiscal year.

VII. Selection process and notification

The Art Research Center will evaluate the applications and send out the results by e-mail within about two weeks.

VIII. Research outcomes

1. After the completion of your project, we strongly encourage you to submit a report on the educational purposes and outcomes of your project to the Center's academic journal *ART RESEARCH*. We also ask you to actively disseminate your achievements and outcomes in the digital space, such as by submitting them to other academic journals, publishing research results online, and further developing your database. You may also consider introducing your project activities and presenting your achievements at one of the International ARC Seminars held twice a month.
2. Copyrights related to the outcomes of this project (including databases) belong to their authors/creators/database builders).
3. Please ensure that the outcomes of your project for educational purposes can be shared with researchers and others at other universities and research institutions unless there is a specific reason not to do so. (*)

(*) Database contents of individual projects can be made available to the general public or shared with other projects depending on the degree of permission for use.

IX. Notes

1. The project leader and project members can use the ARC's facilities, equipment, and digital resources by following the rules set forth by the ARC.
2. Before submitting an application, in principle, the project leader shall obtain the consent of their affiliated organization. In addition, the project leader shall obtain the informal consent of the project members for their participation in advance.
3. When using 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 website](#)).
4. In the case of research misconduct or in the case in which the ARC determines that the project interferes with the normal activities of the Center or causes 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

