**Art Research Center –**

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

**Application Form** **for FY 2024 International Joint Research**

**to Utilize the ARC Research Space (Database System etc.) for Dissemination of Information [F]**

Please submit this application form if you wish to use the database system operated by the Art Research Center to publish/make available your owned materials for research purposes or to log in to the database system to use database tools. For details, [please refer to our website for more information.](https://www.arc.ritsumei.ac.jp/e/application/index.html#database)

Application Date (mm/dd/year): / /

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Project Leader | | | | |
| Name | | Organization and title | | |
|  | |  | | |
| Please check the box, if the following statement is applicable to you (at the time of application):  I obtained my Ph.D. less than 8 years ago. | | | | |
| 2. Contact | | | | |
| Address: | | | | |
| Phone: | | | | |
| e-mail: | | | | |
| 3. Please list the database system users with whom the ID/password will be shared (Total: persons)  \*If you are using the database system in a workshop or a research group, please list all the members who will share the ID/password.  \*You can add more lines below or attach a separate sheet, if necessary. | | | | |
| Name | Organization and title | | e-mail | Obtained Ph.D. less than 8 years ago  or graduate student  (at the time of application) |
|  |  | | e-mail: |  |
|  |  | | e-mail: |  |
|  |  | | e-mail: |  |
|  |  | | e-mail: |  |
|  |  | | e-mail: |  |
|  |  | | e-mail: |  |
| 4. Please describe the content of the materials you wish to make into a database and specify the collection name, if any. | | | | |
|  | | | | |
| 5. Please check the appropriate box ☑ to indicate the desired level of public access to your database. | | | | |
| 1. Publicly accessible | | | | |
| 1. Partially accessible | | | | |
| 1. Accessible with a password (Full access for those who have been given a password) | | | | |
| 1. Other (please specify: ) | | | | |
| 6.　Regarding terminating database usage | | | | |
| If you wish to terminate your use of the database system, please inform us in writing at least one month in advance.  (In the absence of communications to the contrary, your database will remain active and your access renewed automatically each fiscal year.) | | | | |
| ※Please read the “[Rules on Database System and Cloud Storage Usage](https://www.arc.ritsumei.ac.jp/lib/app/newarc/news/arc-ijac_database_cloud_rules_en.pdf)” (available on the ARC website), and have  the Project Leader sign their name below.  I hereby apply to use the Database System and Cloud Storage Usage, as described above. I will ensure that the Rules on Database System and Cloud Storage Usage are adhered to when utilizing the ARC Research Space.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

(You can add more space for items, if necessary.)

※事務局記入欄

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 受付番号 | 受付日 | 担当 | 採否 | 備考 |
|  | 年　　　月　　　日 |  | 採 ・ 否 |  |

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ Appendix ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

■ The following information is requested as a basis for further consultation. Please answer to the extent possible.

　I wish to have my own entrance URL for registering materials/data.

(Name of your database: database)

　I wish to limit the database users to those in my research group.

(I am willing to make the database publicly available in the future 　)

　I wish to have group members upload the materials/electronic files ourselves to add them to the

database. (I will utilize ARC Cloud Storage.)

　I wish to have edit-permissions in the individual database system to edit metadata.

■ Please check the format of your materials.

Data format / form of the material

Paper-based （　Bound volumes　　Single sheets (illustrations, photos, maps, etc.)

1. Image file (RAW TIFF ☐JPG Other ( )
2. Text file (Plain Text ☐MS Word/Excel ☐Other ( )
3. 3D Data （File Format: ）
4. Movie (Audio Visual) （　Movie 　　Sound Recording）
5. Motion Data/ Motion Graphics (File Format: )
6. Others ( )

\*If none of 1~5 apply, please describe in 6.