

September 4, 2013

Art Research Center
Research Office (Kinugasa)

Ritsumeikan “Digital Humanities Center for Japanese Arts and Cultures”
FY2013 Application Guidelines for Center Grants for Young Researchers

1. Applicable Expenses

This grant covers the expenses directly related to your research activities, such as library expenses, travel expenses, conference fees, etc. The cost of goods purchased is also applicable but it should be clearly related to the research outcomes.

Note: Goods or consignments priced at over 100,000 yen are not applicable.

2. Grant Amount

This grant provides up to 100,000 yen per person.

You can apply for the grant as many times as you'd like, provided that the total amount provided does not exceed 100,000yen.

3. Eligibility

The young researchers who conduct research activities relevant to the Center's research projects; Postdoctoral Researchers, Researchers, Graduate Students and other researchers approved by the Center's Steering Committee

Note: When applying, the confirmation of your advisor or supervisor is required.

4. Implementation Period

From April 1, 2013 (Mon) to January 31, 2014 (Fri)

Note: If you will make a business trip after February, please contact us.

5. How to Apply

Submit the Application Form to Research Office (Kinugasa) in both paper and electronic form to:

ATTN: Yamamura

Research Office at Kinugasa Campus (Shugaku-kan 2F)

56-1 Toji-in Kita-machi, Kita-ku, Kyoto 603-8577

E-mail: arc-jimu@arc.ritsumei.ac.jp

6. Application Deadline

Application must arrive no later than December 25, 2013 (Wed).

7. Screening Process and Notification of Results

The Center's Steering Committee reviews your application and determines the amount to be provided. Then you will be informed by e-mail of the results. Also, your application will be published on the Center's website.

8. Reporting Obligations

Make out a “Report for the Center Grants” and send it to: arc-jimu@arc.ritsumei.ac.jp by e-mail within one week after spending your grant money.

Your report will be published on the Center's website.

Note: Put “Report for the Center Grants for Young Researchers” as your e-mail's subject.

9. Filing an Expenses Claim

Submit the evidenced documents such as receipts, invoices to Research Office (Kinugasa) without delay.

Be sure that all receipts have issue dates, the addressee (=Ritsumeikan University), names of issuing companies/authorities and details of payments. In addition, your receipts must be accompanied by “Request for Reimbursement of Out-of-Pocket Expenses”.

In case of travel expenses, you need to submit a “Travel Requisition Form (for researchers)” or “Statement of Travel Expenses (for students and outside persons)” to the Research Office (Kinugasa) no later than ten days prior to your date of departure, and also “Domestic/Overseas Travel Report (Expense Report)” should be submitted within one week after returning from your trip.

For further information, please refer to “Guidelines for Research Funds Spending (For Researchers)”

http://www.ritsumei.ac.jp/kenkyu/4kenkyu_hiyou/4_2_1.html

10. Note

In case that you do not submit the receipts or the reports within one week after spending your grant money / returning from your trip, the grant approval may be canceled or you may be asked to return the amount of funding in full or in part. (The ARC Steering Committee’s decision)

11. Submission and Inquiries

ATTN: Yamamura

Research Office at Kinugasa Campus (Shugaku-kan 2F)

E-mail: arc-jimu@arc.ritsumei.ac.jp