

\*Application for FY2013 has been closed.

October 15, 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 to  
Support Their Research Activities Abroad**

**1. Applicable expenses**

This grant covers the following expenses related to your research activities abroad.

- (1) Airfares: actual cost
- (2) Transportation expense within Japan: a set-amount roundtrip train fare between the Kyoto Station and the KIX/Itami, or the Minami-kusatsu Station and KIX/Itami
- (3) Daily allowance for two days: a set-amount <sup>\*1</sup>
- (4) Accommodations: actual cost or 80% of a set-amount <sup>\*1</sup>, whichever is less expensive.

<sup>\*1</sup>Please refer to “Guidelines for Research Funds Spending (For Researchers)”.  
[http://www.ritsumei.ac.jp/kenkyu/4kenkyu\\_hiyou/4\\_2\\_English.html](http://www.ritsumei.ac.jp/kenkyu/4kenkyu_hiyou/4_2_English.html)

**2. Grant Amount**

The Center’s Steering Committee reviews your application and determines the amount to be provided.

**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 Committee

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

**4. Implementation Period**

From April 1, 2013 (Mon) to February 28, 2014 (Fri)

**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](mailto:arc-jimu@arc.ritsumei.ac.jp)

**6. Application Deadline**

Application must arrive no later than March 29, 2013 (Fri).

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## **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. In addition, 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 returning from your trip.

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

Note: "Put "Report for the Center Grants for Research Activities Abroad" as your e-mail's subject.

## **9. Filing an Expenses Claim**

(1) Submit a "Travel Requisition Form (for researchers)" or "Statement of Travel Expenses (for students and outside persons)" with documents that prove details (time and place) of your trip to the Research Office (Kinugasa) no later than ten days prior to your date of departure.

(2) Submit the following items to the Research Office (Kinugasa) within one week after returning from your trip.

- "Domestic/Overseas Travel Report (Expense Report)"
- Documents that prove details of your trip
- Original of international airfare receipt with itinerary information and stubs of your boarding passes
- Original of the accommodation receipts
- "Report for the Center Grants" (Please refer to "8. Reporting Obligations".)

Be sure that all receipts have issue dates, the addressee (=Ritsumeikan University), names of issuing companies/authorities and details of payments.

## **10. Note**

In case that you do not submit the receipts or the reports within one week after returning your trip, the grant approval may be canceled or you may be asked to return the amount of funding

## **11. Submission and Inquiries**

ATTN: Yamamura

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

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