

September 4, 2013

To Young Researchers,

Art Research Center
Research Office (Kinugasa)

Ritsumeikan “Digital Humanities Center for Japanese Arts and Cultures”

FY2013 Center Grants for Young Researchers

Important Notes

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.

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

2. Submission of the Application Form

Submit the application form well in advance. The Center’s Steering Committee will review your application and inform you of the result. You can use the grant money only after receiving the result.

The Center’s Steering Committee can not provide retrospective approval.

3. Out-of-Pocket Expenses

Submit receipts and “Request for Reimbursement of Out-of-Pocket Expenses”^{*1} to Research Office (Kinugasa).

➤ Receipt

Your signature and seal are required.

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

The receipt of airfare must be accompanied by itinerary information and stubs of your boarding passes.

➤ Request for Reimbursement of Out-of-Pocket Expenses (Form 1-4)

Write “Center Grants for Young Researchers” in the box of “Budget Type to be implemented” and your supervisor’s name in “Name of the Person in charge of Research” respectively. The seal of your supervisor is required.

4. Payment on Invoice

Submit invoices and delivery slips

➤ Invoice

Be sure that all invoices have issue dates, the addressee (=Ritsumeikan University), names of issuing companies/authorities and details of payments. In case that the invoice does not have the details, a separate sheet of the details must be attached.

➤ Delivery slips

Your signature or seal is required. All goods purchased must be inspected, irrespective of cost.

5. Travel Expenses

Submit the following two items to the Research Office (Kinugasa) **no later than ten days prior to your date of your date of departure.**

For Postdoctoral Researchers and Researchers, employed by Ritsumeikan

- (1) “Travel Requisition Form (for researchers)” with a seal of your supervisor.
- (2) Documents that prove details (time and place) of your trip such as a copy of the program, an event flyer or e-mail that confirms your schedule.

For Graduate Students and Visiting Collaborative Researchers

- (1) “Statement of Travel Expenses (for students and outside persons)”
- (2) Documents that prove details (time and place) of your trip such as a copy of the program, an event flyer or e-mail that confirms your schedule.

6. Delivery and Inspection of the goods purchased

All goods purchased must be inspected, regardless of the price.

7. Report

Submit “Report for the Center Grants” to arc-jimu@arc.ritsumei.ac.jp by e-mail.

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

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)

8. Submission and Inquiries

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

(Office Hours 9:00 to 11:30 and 12:30 to 17:00, Closed on Saturday, Sunday and holidays)

T E L : 075-465-8476 (ext.2637)

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