

April 25, 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 to
Support Their Research Activities Abroad**

Important Notes

1. Applicable expenses

This grant covers the following expenses.

If you applied for transportation expense between the foreign airport to your destination and the ARC Steering Committee approved, it shall be covered as well.

- (1) Airfares: actual cost
- (2) Transportation expense within Japan: a set-amount^{*1} 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^{*1}
- (4) Accommodations: actual cost or 80% of a set-amount^{*1}, whichever is less expensive.

^{*1}: Please refer to “Guidelines for Research Funds Spending (For Researchers)”.
http://www.ritsumeikai.ac.jp/kenkyu/4kenkyu_hiyou/4_2_English.html

2. Business Trip Applications

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

For Postdoctoral Researchers and Researchers, employed by Ritsumeikan)

- (1) “Travel Requisition Form (For Faculty)”^{*2} 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}
- (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.

3. After you returned from your research activities abroad

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

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

(1) “Domestic / Overseas Travel Report (Expense Report)”
Research Division Form No.2-3^{*2}

(2) Documents that prove details of your trip
Cf.: a copy of the program, an event flyer, e-mail that confirms your schedule, “Certificate (for accommodations, etc.)”^{*2}

(3) Original of international airfare receipt with itinerary information and stubs of your boarding passes
Note: The receipt should have your signature and seal on it.

(4) Original of the accommodation receipts
Note: The receipt should have your signature and seal on it.

(5) “Report for the Center Grants”
Download its form from the following website and send it to: arc-jimu@arc.ritsumei.ac.jp, by e-mail.
<http://www.arc.ritsumei.ac.jp/lib/centergrant/eng/admission/index.html>
Note: Put “Report for the Center Grants for Research Activities Abroad” as your e-mail’s subject.

^{*2}: The Forms can be downloaded from the following website:
http://www.ritsumei.ac.jp/kenkyu/4kenkyu_hiyou/4_2_English.html#guide

In case that you do not submit the receipts or the reports within one week after 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)

4. Submission and Inquiries

ATTN: Masumi YAMAMURA
Research Office at Kinugasa Campus (Shugaku-kan 2F)
(Office Hours 9:00 to 11:30 and 12:30 to 17:00, Closed on Saturday, Sunday and holidays)
Phone: 075-465-8476 (ext. 2637)
E-mail: arc-jimu@arc.ritsumei.ac.jp