

Application Guidelines for the PhD Research Support Subsidy

Director of RCAPS

The Ritsumeikan Center for Asia Pacific Studies established the PhD Research Support Subsidy with the goal of supporting the research activities of doctoral students at APU. It is expected that students actively look for opportunities to write internationally viable academic papers and produce world class research results in order to obtain a PhD degree.

Eligibility	Must be full-time APU doctoral students (in 1 st -3 rd year/1 st to 6 th semester), excluding those who are on a leave of absence.					
Costs Eligible for Subsidy	<p>Each student may be subsidised up to ¥100,000 during the period of two (2) semesters as below (regardless of the number of applications). The student will be reimbursed for the actual amount of cost eligible for the subsidy (see below) upon submission of documentation such as official receipts.</p> <ul style="list-style-type: none"> ● 1st year student (1st and 2nd semester): ¥100,000 (including tax) ● 2nd year student (3rd and 4th semester): ¥100,000 (including tax) ● 3rd year student (5th and 6th semester): ¥100,000 (including tax) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Eligible Expense</th> <th style="width: 50%; text-align: left;">Ineligible Expense</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> (1) Registration/participation fee for academic conference presentation (※Annual membership fee will not be covered) (2) Field research (3) Participation fee for academic program/seminar, etc. (4) Cost for publishing a paper in an academic journal (i.e. fees for submission, English proofreading, publication support) <p>※ Regarding reimbursable expenses for participation in conferences, programs and seminars, please see “Reimbursable Expenses” below.</p> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Cost of food/drink while travelling (unless included in participation fee), local transportation, photocopying and printing materials, taxi ride • Expenses related to the AP Conference participation • Items such as reference books • Expenses deemed not directly related to research activities by the Research Office. </td> </tr> </tbody> </table> <p>※ <u>The period subject to subsidy is from April 1, 2017 to March 31, 2018.</u> For those who are in the 2nd, 4th or 6th semester during the Spring Semester, the period ends on September 20, 2017 (the last day of the AY2017 Spring Semester).</p>		Eligible Expense	Ineligible Expense	<ul style="list-style-type: none"> (1) Registration/participation fee for academic conference presentation (※Annual membership fee will not be covered) (2) Field research (3) Participation fee for academic program/seminar, etc. (4) Cost for publishing a paper in an academic journal (i.e. fees for submission, English proofreading, publication support) <p>※ Regarding reimbursable expenses for participation in conferences, programs and seminars, please see “Reimbursable Expenses” below.</p>	<ul style="list-style-type: none"> • Cost of food/drink while travelling (unless included in participation fee), local transportation, photocopying and printing materials, taxi ride • Expenses related to the AP Conference participation • Items such as reference books • Expenses deemed not directly related to research activities by the Research Office.
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Application Period	<p><u>Deadline: February 9 (Fri), 2018</u> *strictly observed</p> <p>For those who are in the 2nd, 4th or 6th semester during the Spring Semester, the deadline is to be <u>August 23 (Wed), 2017.</u></p>					
Application Procedure	<p>The following documents, along with the “<u>Application for the PhD Research Support Subsidy,</u>” are to be submitted to the Research Office no later than 4 weeks before conducting an activity eligible for the subsidy. Before submission, <u>your supervisor must be informed of the content of activity, and requested to provide his/her name and seal/signature in the application form.</u> After submission of the application, <u>the RCAPS Steering Committee will conduct screening and make final approval.</u></p>					

	CONFERENCE PRESENTATION	FIELD RESEARCH	ACADEMIC PROGRAM/SEMINAR	PUBLISHING PAPER IN JOURNAL
	Budget breakdown of travel expenses (designated format)	Budget breakdown of travel expenses (designated format)	Budget breakdown of travel expenses (designated format)	Estimated cost of service(s)
	Document(s) showing registration / participation fee	Details of the field research plan (free format)	Document(s) outlining the program/seminar, etc.	Document(s) outlining service(s) to be used
	Conference Program/Timetable			Original paper before using service(s)
	Acceptance letter (issued by conference secretariat)			
	Full Paper (to be submitted when applying)			
Reimbursable Expenses	<p>(1) TRANSPORTATION</p> <ul style="list-style-type: none"> Airplane tickets must be economy/coach class or the most economical seats. <p><Travelling abroad></p> <ul style="list-style-type: none"> From the student's place of residence to the closest airport to the destination. <p><Travelling in Japan></p> <ul style="list-style-type: none"> From the student's place of residence to the JR train station nearest to the accommodation/destination. If JR train is not available, other public transportation (subway, bus, etc.) can be used. If visiting more than one destination in different cities, the transportation cost from one destination to the other can be covered. Local transportation fees incurred at the destination are not to be covered. <p>(2) ACCOMMODATION</p> <ul style="list-style-type: none"> For upper limits of accommodation costs per night, see the "Rates for Travel Expenses" below on page 4. Lodging reimbursement is limited to single occupancy, single room for the student only. If rental accommodations are shared by more than one traveller, the room charge will be divided by the number of travellers, and the subsidy will cover the cost for the student only. If the documentation (receipt) shows the travelling costs (transportation and/or lodging) spent on traveller(s) other than the student, the subsidy will provide the actual amount of costs for the student only. <p>※ Please note that the expenses for AY2018 will not be reimbursed, if your activity is crossing academic years (AY2017-2018).</p>			
Documents to Submit	<p>You must submit the "PhD Research Support Subsidy Report Form" along with other required items (see below) to the RCAPS Office (in the Research Office) within two (2) weeks after completing the activity. The Office will initiate the reimbursement process upon receipt of all of these items.</p> <p>If you are unable to return to APU by March 9 (Fri), 2018, you must consult with the RCAPS Office in advance, and submit all the required documents by email, etc., by the due date (notified by RCAPS). Upon your return to APU, the original documents must be submitted without delay. If you fail to do so by due date, the subsidy will not be provided. Also, if the submitted documents are found to be dubious, the RCAPS Committee will deliberate on the matter and make a decision accordingly. Required documents for travel expense reimbursement are listed below.</p>			

	<ol style="list-style-type: none"> 1) PhD Research Support Subsidy Report Form (with supervisor's name and seal) 2) Copies of Bank Passbook (front cover and front inside cover showing your name and account #) 3) Official receipts for transportation fee made out to "Ritsumeikan Asia Pacific University" * 4) Official receipts for accommodation fee made out to "Ritsumeikan Asia Pacific University" * 5) Official receipts for the conference registration/participation fee 6) Official receipts for services related to paper-publishing in journal 7) Airplane boarding passes (when travelling by air) 8) Flight itinerary (when travelling by air) 9) Any one of the following: "participation certificate," "brochure/pamphlet (original)," or "picture of yourself taken at the venue" of the activity (e.g. conference, program, etc.) 10) Full paper, slides, etc., used for conference presentation, etc. 11) Pictures taken during field research 12) Full paper or research results after using services related to paper-publishing in journal 13) Credit card statement and/or bank statement (if applicable) <p>* NOTE</p> <ul style="list-style-type: none"> • All receipts must be made out to 'Ritsumeikan Asia Pacific University.' On the back of the receipt, you must sign or place your seal (<i>inkan</i>), and also write your name in block letters next to your signature/seal. • When used JR train and/bus, you must obtain a receipt for ticket at ticket office, etc. If you fail to submit receipts, the expenses may not be reimbursed. • If the Research Office decides the submitted documents are inadequate or fail to fulfil the requirements, the expenses may not be reimbursed.
Presentation	<p>As the subsidy recipient, you are required to make a presentation to report the results of the field research/conference presentation at a conference organized by RCAPS, such as the Asia Pacific Conference (AP Conference). If you have difficulty scheduling your presentation at the AP Conference, you are to give a presentation at a separate meeting. If you fail to do so, you may be required to pay back your subsidy.</p> <p>If your conducted activity is a "conference presentation," your presentation material will be displayed in the Graduate Student Lounge on the 2nd Floor in Building B.</p>

【Rates for Travel Expenses】

Payment Standard for Travel Within Japan	Plane Fare		Economy
	Accommodation (Max)		12,000yen
Payment Standard for Travel Overseas	Plane Fare		Economy
	Accommodation (Max)	Designated Cities	22,500yen
		Region 1	18,800 yen
		Region 2	15,100 yen
	Region 3	13,500 yen	

(Reference) Country Table by Region

*Designated Cities and Regions 1-3 include the following areas and cities.

Designated Cities	Abidjan Abu Dhabi Geneva Jeddah Kuwait	London Los Angeles Moscow New York Paris	Riyadh San Francisco Singapore Washington D.C.
Region 1	Afghanistan Andorra Austria Bahrain Belgium Canada Cyprus Denmark Finland France Germany	Greece Greenland Iceland Iran Iraq Ireland Israel Italy Jordan Lebanon Liechtenstein	Luxembourg Malta Monaco Netherlands Norway Oman Palestine Portugal Qatar San Marino Saudi Arabia Spain Sweden Switzerland Syria Turkey United Arab Emirates United Kingdom United States Vatican City Yemen
Region 2	All Pacific Islands Albania Armenia Australia Azerbaijan Belarus Bosnia-Herzegovina Brunei Bulgaria Cambodia Croatia	Czech Republic East Timor Estonia Georgia Hong Kong Hungary Indonesia Kazakhstan Kyrgyzstan Laos Latvia	Lithuania Macedonia Malaysia Moldova Montenegro Myanmar New Zealand Papua New Guinea Philippines Poland Romania Russia Serbia Slovakia Slovenia South Korea Tajikistan Thailand Turkmenistan Ukraine Uzbekistan Vietnam
Region 3	All Caribbean Islands All of Africa All of Central America All of South America Bangladesh Bhutan China India	Maldives Mexico Mongolia Nepal Pakistan Sri Lanka Taiwan	