

July 24th, 2018 ICRD Meeting
July 31st, 2018 ICRD Meeting
July 31st, 2018 University Senate Meeting

Regarding Eligibility as an Applicant, Etc., for External Research Funding at
Ritsumeikan Asia Pacific University

1. Introduction

The qualifications listed in the document “Handling of Grants-in-Aid Application Eligibility (Proposal)”, as decided upon by resolution of the University Senate Meeting dated July 21st, 2015, and the criteria for eligibility, etc., for external research subsidies (as represented by research subsidies from private foundations) that had not yet been defined are now being defined and consolidated as “*Regarding Eligibility as an Applicant, Etc., for External Research Funding at Ritsumeikan Asia Pacific University*”, as per the attached chart. The reasons for the changes that have been made are as follows.

- 1) Since the 2015 fiscal year, there have been changes relating to the positions of faculty members at APU
- 2) Since the beginning of the 2018 fiscal year, the titles of Grant-in-Aid research team members have changed.
- 3) The definitions regarding eligibility to apply for external research fund, etc., had been insufficient.

2. Basic Approach to Eligibility as an Applicant, Etc., for External Research Funding

As a general rule, the requirements for external research funding applicant eligibility are defined with the prerequisite that the applicant is a researcher who has an employment relationship* with APU as of the time of their application, whose research activities are based at APU, and who is able to manage and administer research funds at APU with regularity.

Regarding the management of research funds after an applicant has been selected, if the researcher in question has transferred to an institution within Japan, measures to transfer control of the research funding will be taken. In the event that the researcher to whom the funds are to be transferred has yet to be selected and the employment relationship between the transferring researcher and APU is terminated during the selection period, exceptional measures may be taken.

In the event that the researcher has transferred to a foreign institution, as a general rule, APU will not take responsibility for controlling of the researcher's funds.

*In practice, this means an employment contract with the Ritsumeikan Trust

3. Regarding Grant-in-Aid Applications and Management

The Japan Society for the Promotion of Science (JSPS)'s stipulations on applicant eligibility and the composition of research teams are listed below. Researchers are required to follow the rules of the institutions to which they belong.

Researchers are also required to count research activities among their professional duties at the time of application. For this reason, if the researcher's position is such that their employment contract does not include these duties, the researcher will be appointed to the position of Ritsumeikan Center for Asia Pacific Studies (RCAPS) Research Fellow or Visiting Research Fellow, so that research is included among their professional duties.

Grant-in-Aid Applicant Eligibility

Eligible applicants will be those who belong to a research facility (university) and meet the following requirements at the time of application.

- a) The researcher should belong to the research institution as someone whose duties include performing research activities within the institution.
- b) The researcher should actually be engaged in research activities at the institution. (This does not apply to those engaged only as a research assistant.)
- c) The researcher is not a graduate student or other category of student. (This does not apply to persons whose position consists of conducting research activities in their institution as their main work (e.g., university teaching staff, researchers from companies, etc.) and who also have a student status.)

Until the 2017 fiscal year, research teams for Grants-in-Aid had been defined by the JSPS as consisting of a Principal Investigator, Co-Investigators (*kenkyu-buntansha* and *renkei-kenkyusha*), and Research Collaborators. However, as of the 2018 fiscal year, the constituent members have been redefined as follows.

Research Team Members

- Principal Investigator: The researcher with full responsibility for the implementation of the funded project
- Co-Investigator: A researcher responsible for carrying out the funded project along with the Principal Investigator, who receives a share of the funds from the principal investigator and may use these funds at their discretion
- Research Collaborator: A researcher who cooperates in carrying out the research project. Researchers who are not eligible to apply for funding can still serve as Research Collaborators. However, they cannot independently use funds from Grants-in-Aid at their own discretion.

Source: Japan Society for the Promotion of Science, *Handbook on the Grants-in-Aid for Scientific Research (KAKENHI) Program*

4. Regarding External Funding Applications and Management

External research subsidies can have different regulations regarding eligibility for application and whether or not the institution manages the research funds in accordance with the decisions made by the private foundation or other organization offering the funding. If the applicant is applying through the University (and the seals of administrators such as APU president are required), the applicant will be expected to be employed by APU, and to continue to be employed by the University after being selected for funding.

If APU is carrying out the management of the research funding, it will be presupposed that the applicant is employed by APU (meaning that the applicant has an ongoing employment relationship with APU). Additionally, it is expected that one of the following conditions will be satisfied.

- 1) The source of the external research subsidies has designated APU as a payee of said financial assistance, and as the manager of the research funding
- 2) There are indirect costs

In the event that the applicant's employment with APU ends during the selection period, the applicant will have a separate consultation with the Research Office regarding the steps to be taken.

5. Other

- If you, as a visiting research fellow, have already been selected for a Grant-in-Aid, the APU will manage the research funds until the end of the selection period. However, after the selection period ends, we ask that you participate in another research group as a Research Collaborator, and perform services such as providing guidance to less-experienced researchers.
- When a researcher is making a new application for external research funding that requires institutional management of research funds, the researcher will consult with the Research Office prior to applying. This is required because if the University is not aware in advance of the application, it will be unable to undertake the procedures that the applicant's institution is required to perform.

Attachment: Eligibility Requirements when applying for External Research Funds at
Ritsumeikan Asia Pacific University