

Application Guidelines for AY 2023 Research Support Subsidy for Master's Students

< Conference Presentations, Participation in Academic Programs, Field Research etc. >

International Cooperation and Research Division

The Research Support Subsidy for Master's Students is a financial support scheme to assist master's students with their research endeavors. Recipients of this subsidy are expected to make full use of it in earning their degree and achieve outstanding research results such as by producing an internationally-significant research paper.

**In accordance with APU's Code of Conduct there may be some restrictions on the activities which can be carried out.*

1. Overview

The University will provide funding to cover the actual costs of transportation and accommodation, as well as providing a specified Per Diem (daily allowance) up to the maximum subsidy amount of 75,000yen. In cases where the recipient is unable to conduct field research themselves, the expenses of outsourcing the data collection to a company may be covered by the subsidy.

The subsidy may only be applied for once during the period of study. Applicants must be 2nd, 3rd or 4th semester students in AY2023.

2. Eligible Research Activities

The research activities eligible for this subsidy are as follows:

- Conference Presentations
- Participation in Academic Programs related to your research
- Field Research (including outsourcing of data collection)
- Paper Publication
- Purchase of Software/Databases

In principle, all activities must be completed by **March 4, 2024**.

All activities conducted by students graduating in September 2023 must be completed by **September 4, 2023**.

3. Deadline for the Completion of Activities

- ① For Those Who Apply in the Spring Semester:

The supported activity must be completed, and all necessary documentation submitted by **October 13, 2023**.

- ② For Those Who Apply in the Fall Semester:

The supported activity must be completed, and all necessary documentation submitted by **March 4, 2024**.

③ For Students in Their 4th (final) Semester

Students who are expected to graduate in September 2023 must complete their supported activity and submit all necessary documentation **by September 4, 2023.**

4. Expenses which may be covered

The maximum funding amount is 75,000yen.

Only expenses for ① - ⑤ listed below may be covered by the subsidy. Additionally, with the exception of per diem (daily allowance), **receipts must be submitted for all expenses.**

In principle, expenses will only be provided for the activities described in the initial application for the subsidy.

Any expenses in excess of the maximum grant amount, or which are deemed ineligible for reimbursement must be borne by the candidate. For full details, including limitations to funding and the length of trips, please see “【Annex1】 Rules and Conditions of Research Support Subsidy for Graduate Students”.

① Conference Presentations:

Conference registration/participation fee, transportations expenses, accommodation expenses, and per diem (only for days on which research was conducted. Not provided for travel days).

In principle, expenses to participate in conferences, symposiums directly or indirectly organized by APU (including departments, centers or other affiliated institutions) or APU faculty members will not be covered.

② Participation in academic programs with a direct connection to the applicant's research, (seminars or conferences, etc.):

Registration/participation fee, transportations expenses, accommodation expenses, and per diem (only for days on which research was conducted. Not provided for travel days).

In principle, expenses to participate in conferences, symposiums directly or indirectly organized by APU (including departments, centers or other affiliated institutions) or APU faculty members will not be covered.

③ Field Research

Transportation expenses, accommodation expenses, and per diem (only for days on which research was conducted. Not provided for travel days).

In the case where the candidate cannot conduct the field research by themselves, the cost of outsourcing to a company may be covered.

**It is not possible to request that an individual carry out the work on behalf of the applicant)*

④ Paper Publication

Publication and proofreading expenses.

⑤ Purchase of Software/Databases

A subscription to a software or database for the period which is the closest to the period required for the supported research to be conducted.

5. Application Requirements

① Eligibility

Applicants must be 2nd – 4th semester students of a Master's program in AY2023.

- Students on a leave of absence are not eligible to apply.
- Students in receipt of 100,000yen or more from an external research fund in AY2023 are not eligible to apply.
- Students who have previously applied for, and been accepted, for the “Research Support Subsidy for Master's Students” may not apply again.

② Limit to Number of Times Students May Apply

Students may only receive this subsidy once during their period of enrollment in a Master's program at APU.

6. Application Instructions and Application Period

① Application screening will be conducted by the Screening Committee

② Application period:

- For research activities in the spring semester (those which take place between April – September), applications must be submitted by May 5 (Fri).
- For research activities in the fall semester (those which take place between October – March 4), applications must be submitted between September 20 (Wed) – October 20 (Fri), 2023.

③ Submit the application ONLINE.

URL: <https://forms.office.com/r/JXzjgDpfiK>

**Applications for conference presentations and participation in academic programs with a direct connection to the applicant's research (seminars, conferences) will be accepted even if the conference/program was already attended and paid for prior to the application being made.*

【Screening Criteria】

- Does the application demonstrate the importance of the research and the relevance of the research objectives?
- Is the research plan clearly described?
- Will the implementation of the plan further the described research?
- Are the proposed expenses consistent with the research plan?
- Is the requested expense amount reasonable, and will it be used effectively?

7. Notification of Results (tentative)

Spring Semester: **June 2 (Fri)**

Fall Semester: **November 17 (Fri)**

8. Requirements for Selected Candidates

If the candidate fails to fulfill the following obligations their selection for the subsidy will be rescinded and the subsidy, if already paid, must be returned.

- ① Candidates must complete **APU's research ethics and compliance training** following their acceptance, and before carrying out their approved research activity.
- ② An official report and other required documents must be submitted **within 2 weeks** of completing the approved research activity. Failure to submit the required documents without prior consultation with the Research Office, will be regarded as a rejection of the subsidy and no reimbursement will be made. Furthermore, any future applications for the subsidy in subsequent years will not be accepted.
- ③ Students in their 4th semester (who are expected to graduate in September 2023) must submit their official report and all other required documents by **September 4, 2023**. Failure to do so without prior consultation with the Research Office will be regarded as a rejection of the subsidy acceptance and no reimbursement will be made.
- ④ All required documentations for activities which are completed between February 20 – March 4, 2024 **MUST** be submitted by **March 4, 2024**. Failure to submit the required documents by this date, without prior consultation with the Research Office, will be regarded as a rejection of the subsidy acceptance and no reimbursement will be made. Furthermore, any future applications for the subsidy in subsequent years will not be accepted.
- ⑤ Research results must be presented in an event organized by the Research Office. However, this is not necessary if the research is related to a topic which has been accepted for presentation at AP Conference, or at another conference.

9. Application Documents

The required documents differ depending on which research activity the applicant intends to conduct. **Applications which are submitted without the signature of the applicant's supervisor will not be accepted.**

In principle, costs other than those specified during the application process will not be eligible for the subsidy. In addition, major changes to the content of the activity will not be permitted after acceptance of the application. The application should be submitted only after thoroughly planning the research activity.

① Conference Presentations

- 1) Application Form A
- 2) An acceptance letter from the organizing body of the conference
- 3) Document(s) showing the registration/participation fee. If the fee has already been paid, a copy of the receipt must be submitted
- 4) Document(s) showing the date, location and schedule of the conference
- 5) The abstract, PowerPoint, or poster to be presented at the conference

② Participation in Programs Directly Related to the Research (Seminars, Conferences, etc.)

- 1) Application Form B
- 2) Document(s) showing the registration/participation fee. If the fee has already been paid, a copy of the receipt must be submitted
- 3) Document(s) showing the date, location, contents and schedule of the program

③ Field Research

- 1) Application Form C
- 2) If outsourcing data collection, a price quotation from the company which will carry out the work

④ Paper Publication

- 1) Application Form D
- 2) Documents showing the submission/publication fee
- 3) Price quotation document for proofreading
- 4) Documents showing details about the service(s) to be used
- 5) A copy of the paper before services such as proofreading have been carried out

⑤ Purchase of Software/Databases

- 1) Application Form E
- 2) Document(s) showing the details and cost of the software/database subscription to be purchased

10. Changes to the Research Plan are Not Permitted

In principle, no changes to the research plan will be accepted after the application has been made. Schedule changes may be possible however, any additional expenses incurred by the schedule change (transportation, accommodation, per diem) will not be covered.

If an accepted candidate wishes to withdraw their application they must inform the Research Office. Failure to do so by the deadline will result in the candidate being unable to apply for the subsidy in following years.

11. Cases in Which the Acceptance of a Candidate May Be Rescinded

In the case of any of the following circumstances the candidate's acceptance for the subsidy may be rescinded and, if already paid, the subsidy amount must be returned. In addition, the candidate will not be permitted to apply for the subsidy in subsequent years.

- ① Failure to fulfill the obligations required by candidates
- ② If false statements are made in the initial application or in the report
- ③ Other instances which cause the Dean of ICRD to determine that the candidate is unsuitable to receive the subsidy.