

# Application Guidelines for AY 2023 Research Support Subsidy for PhD Students

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

International Cooperation and Research Division

The Research Support Subsidy for PhD Students is a financial support scheme to assist PhD 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 100,000yen for the research activities described below.

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.

Students may apply for the subsidy once per eligibility period. The eligibility periods are as below:

- First eligibility period – Ph.D. students in their 1<sup>st</sup> or 2<sup>nd</sup> semester
- Second eligibility period - Ph.D. students in their 3<sup>rd</sup> or 4<sup>th</sup> semester
- Third eligibility period - Ph.D. students in their 5<sup>th</sup> or 6<sup>th</sup> semester

## 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.

## 3. Deadline for the Completion of Activities

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

The supported activity by **a Ph.D. student in their 6<sup>th</sup> semester** must be completed, and **all necessary documentation must be submitted by 4 September, 2023.**

#### 4. Expenses which may be covered

The maximum funding amount is 100,000yen.

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

Ph.D. Students must be in one of the three eligibility periods during AY2023 (**students in their 1<sup>st</sup> – 6<sup>th</sup> semester**)

- 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.

### ② Limit to the Number of Times a Student May Apply

Students may apply for this subsidy once per 2 semesters within the eligibility periods (1<sup>st</sup> -2<sup>nd</sup> semester/ 3<sup>rd</sup> – 4<sup>th</sup> semester/ 5<sup>th</sup> - 6<sup>th</sup> semester).

*\*If the application is unsuccessful a student may apply again within the same eligibility period.*

## 6. Application Process and Application Period

*\*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.*

① Maximum subsidy amount: ¥100,000

② A document screening will be conducted as part of the application

③ Application period:

- For research activities in the spring semester (those which take place between April – September), applications must be submitted **between April 1 – July 28, 2023.**
- For research activities in the fall semester (those which take place between October – March 4), applications must be submitted between **Sept. 1, 2023 – Feb. 2, 2024.**

④ Applications should be submitted within the application period, and **at least 2 weeks** before the planned activity is to be carried out. The application screening will take approximately 1 week to complete.

⑤ **Submit the application ONLINE.**

URL: <https://forms.office.com/r/CSzTFw6L7G>

### 【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

In principle, applicants will be notified of their screening results by email within 2weeks of submitting their application. Successful candidates will receive more information about receiving the subsidy funding at this time.

## 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 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.
- ② All required documentations for activities which are conducted by a **Ph.D. student in their 6th semester** **MUST** be submitted **by 4 September, 2023**. 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 and no reimbursement will be made.
- ③ 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 and no reimbursement will be made. Furthermore, any future applications for the subsidy in subsequent years will not be accepted.
- ④ 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) Price quotation document for proofreading
- 3) Documents showing details about the service(s) to be used
- 4) 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 Original 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.