

# Guidelines for the AY2025 Research Support Subsidies

The Ritsumeikan Asia Pacific University Field Research Subsidy for Master's Students and the Ritsumeikan Asia Pacific University Academic Conference Presentation Subsidy for Ph.D. Students are financial support schemes to assist graduate students with their research endeavors. Recipients of these subsidies 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.

## I. IMPORTANT INFORMATION

### 1. General Information

- Once an application has been submitted, in general you will not be allowed to change the details of your research activities. In case of unavoidable changes, please contact the Academic Office as soon as possible to receive permission for the changes. If you do not contact the Office about changes and receive permission for them in advance, you may be rendered ineligible for reimbursement.
- If you need to cancel your research activities after your application has been submitted, please let the Academic Office know as soon as possible. Failure to do so may result in the permanent revocation of eligibility to apply for this scheme.
- Any payments made must be made in your own name. Using a credit card, bank account, etc. under someone else's name (friend, family, etc.) will make you ineligible for reimbursement.

### 2. Amount

- Master's Students: 75,000 JPY
- PhD Students: 100,000 JPY

\*Any expenses in excess of the maximum grant amount, or which are deemed ineligible for reimbursement must be borne by the candidate.

\*Reimbursement will only be for the actual amount spent.

### 3. Deadlines/Important Dates

\*Late submissions will not be accepted.

- Application Period:  
Spring semester: May 28 – June 20, 2025

Fall semester: September 22 – October 22, 2025

- Notification of Results:

For spring applications: July 11, 2025

For fall applications: November 17, 2025

- Activity Completion/Report Submission:

2 weeks after completion of activities, or the below (whichever comes first).

- September 2, 2025 (for students graduating in September)

- February 27, 2026 (for activities in AY2025)

\*Students using this subsidy will be required to make a research presentation, including those graduating soon after completing their research activities. If no presentation is made, the research activities may be rendered ineligible for reimbursement, so please be careful. Check III-3. "Requirement for a presentation on the results of your research activities" for details.

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#### **4. Things that will render you ineligible for reimbursement**

- Making payments with someone else's credit card or bank account.
- Not completing the approved research activities.
- Not submitting the required documents and receipts by the deadline.
- Not informing the Academic Office about changes to the details of the application in advance.
- Cancellation fees and change fees due to personal reasons (including but not limited to: illness, tardiness, and schedule changes).
- Expenses incurred for activities that are unrelated to the approved activity, or expenses not included in the approved activity.
- False information and/or statements in submitted documents.
- If your application was initially approved but it was later discovered that you were not actually eligible for the subsidy, the office reserves the right to revoke approval for your activities and refuse reimbursement.
- Other instances in which the Dean of International Cooperation and Research determines whether the candidate is unsuitable to receive the subsidy.

## **II. HOW TO APPLY**

### **1. Where to Submit Applications**

<https://forms.office.com/r/PLRWWfWPH6>

\*Only online submissions of applications will be accepted. Please do not email them in or bring them in person to the office.

## 2. Application Eligibility

### ● General

- You must complete the Research Ethics and Compliance Training before conducting your research activities.

See here for details:

[https://en.apu.ac.jp/gradinfo/research/research\\_support/](https://en.apu.ac.jp/gradinfo/research/research_support/)

- You must be registered as a regular student at APU during the time period in which the application is made, **and** in which research activities will be conducted (you cannot be on a leave of absence, suspended, graduated, etc.)
- Applications for research activities completed before the application period begins will be accepted. However, there is no guarantee that they will be approved.  
Completed research activities will only be eligible if they were started by April 1, 2025 or later.

### ● Master's Students

- ① Regular students enrolled in a Master's program at APU.
- ② Not currently on a leave of absence or suspended.
- ③ Not be in receipt of 100,000 JPY or more from external research funds in AY2025, and must have willingness to use the external funds prior to the subsidy.
- ④ Have not been accepted by this scheme in the same academic year.

### ● PhD Students

- ① Regular students enrolled in a Doctoral program at APU.
- ② Not currently on a leave of absence or suspended.
- ③ Not be in receipt of 100,000 JPY or more from external research funds in this academic year, and must have willingness to use the external funds prior to the subsidy
- ④ Have not been accepted by this scheme in the same academic year.

## 3. What the Subsidy can be used for

- Expenses incurred while undertaking field research or presenting a paper at an academic conference.
  - Travel expenses (transportation and accommodation fees)
  - Visa fees
  - Per Diem
- Costs related to data collection
  - Honoraria for focus group participants or interviewees
  - Cost of purchasing software/databases

- Costs related to presenting
  - Research dissemination costs (publishing fees, proofreading fees, etc.)
  - Conference participation/presentation fees

#### **4. 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?
- If the form completely and correctly filled out with all comments and examples directed at the applicant deleted from the submitted version?

#### **5. Rules regarding reimbursement**

- Expenses to present in conferences or symposiums directly or indirectly organized by APU (including departments, centers or other affiliated institutions) or APU faculty members will generally not be covered.
- Applications for conference presentations will be accepted even if the conference was already attended and paid for prior to the application being made.
- Days which do not involve any approved research activities are not eligible for the payment of transportation fees, accommodation fees, or per diem.
- Transportation expenses:
  - Only economy class airfare is eligible for reimbursement. Receipts and boarding passes must be submitted. The reimbursed amount will be for the actual expenses incurred.
  - For most low-cost airlines, additional fees may be incurred for checked baggage, seat reservations, and in-flight meals. The researcher may be reimbursed for such additional fees if they are for services generally covered by full-service airlines.
  - In principle, expenses for taxis and/or rental cars will not be covered. Accordingly, other car-related expenses such as fees for highway tolls, parking, and fuel are also not eligible. If the use of a rental car or taxi is necessary for unavoidable reasons, you must consult with the Academic Office in advance. Expenses for use of taxis/rental cars without prior permission will not be covered by the Subsidy.
  - Any expenses incurred by the use of private vehicles, such as fees for highway

tolls, parking and fuel will not be covered.

- Special Limited Express fees, Limited Express fees and Seat Reservation fees, along with the base fare can be reimbursed when traveling over 100km by train within Japan.
- Accommodation fees
  - The actual cost of the accommodation (up to a maximum specified limit) shall be reimbursed. The maximum allowance for accommodation fees is as shown on Tables 1 and 2 on the last page of this document.
  - If you share a room with other people, the room charge will be divided proportionally by the number of guests and only the subsidy recipient's portion will be reimbursed.
- Per Diem
  - This is a daily allowance to cover meals and other small daily expenses incurred while traveling. You will automatically receive it for any days on which research activities were conducted.
  - You will not receive per diem on travel days, or other days on which research activities were not conducted.
  - If per diem is paid, the amount varies by region.
- Reimbursements can only be made to Japanese bank accounts. We cannot send the reimbursement amount to a bank account in your home country, etc.

## **6. Application Documents**

- Conference Presentations (Master's and Ph.D. students)
  - 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
- Field Research (Master's students)
  - 1) Application Form B

## **III. AFTER ACCEPTANCE (Read before applying too)**

APU cannot directly pay for things, so you will have to pay all expenses out-of-pocket first. You will be reimbursed within 2 months of all required documents being submitted.

## **1. Inform the Academic Office about plans to travel away from APU (if needed)**

If you are planning on traveling away from APU for more than 2 weeks without taking a leave of absence or withdrawing from the program, you must receive your supervisor's\* approval and inform the Academic Office prior to your departure.

\*1st-semester GSM students who have not yet chosen a supervisor should receive approval from the Dean of GSM.

See here for details:

[https://en.apu.ac.jp/gradinfo/research/research\\_support/](https://en.apu.ac.jp/gradinfo/research/research_support/)

## **2. Documents to be submitted after completion of research activities**

- Report form (download online, in the same folder as the application forms)
- Receipts for anything you wish to be reimbursed for (as needed)
  - \*If possible, address them to “Ritsumeikan Asia Pacific University”
    - Conference/event registration fees
    - Transportation fees
    - Accommodation fees
    - Visa fees
    - Publishing fees
    - Proofreading fees
    - Software/database purchasing fees
    - Honoraria fees
    - Credit card statements (if a credit card was used)
    - Bank account statements (if a bank transfer was made)
- Picture of your Japanese bankbook (the page showing your account number/name in Japanese)
- Proof of research activities for each day (if using the Subsidy for conference presentations, participation in programs directly related to your research, or field research)

Examples:

- ✧ Certificate of participation
- ✧ Business cards
- ✧ Photos
- ✧ Interview notes
- ✧ Pre- and post-edited versions of your paper
- ✧ Picture of your published work in a journal/on Amazon, etc.

### **3. Requirement for a presentation on the results of your research activities**

Students will be required to present their research results at the end of the semester in which research activities were conducted. However, this will not be required if students have/will present(ed) their research at AP Conference and/or other conferences.

**<Table 1> Standards for travel expenses for overseas research trips**

<b>Domestic</b>	Air Fare		Lowest Travel Class (i.e. Economy Class)
	Accommodation Fee (maximum)		12,000 JPY
	Per Diem		3,000 JPY
<b>Overseas</b>	Air Fare		Lowest Travel Class (i.e. Economy Class)
	Accommodation Fee (maximum)	Designated City	22,500 JPY
		Region1	18,800 JPY
		Region2	15,100 JPY
		Region3	13,500 JPY
	Per Diem	Designated City	8,300 JPY
		Region 1	7,000 JPY
		Region 2	5,600 JPY
		Region 3	5,100 JPY

**<Table 2> The categorization of designated cities and regions 1, 2 and 3**

<b>Designated Cities</b>	Abidjan Abu Dhabi Geneva Jeddah	Kuwait London Los Angeles Moscow	New York Paris Riyadh San Francisco	Singapore Washington D.C.
<b>Region 1</b>	Afghanistan Andorra Austria Bahrain Belgium Canada Cyprus Denmark Finland France Germany	Greece Iceland Iran Iraq Ireland Israel Italy Jordan Lebanon Liechtenstein Luxembourg	Malta Monaco Netherlands Norway Oman Portugal Qatar San Marino Saudi Arabia Spain Sweden	Switzerland Syria Turkey United Arab Emirates United Kingdom United States Vatican City Yemen
<b>Region 2</b>	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 Kiribati Kosovo Kyrgyzstan Laos Latvia	Lithuania Malaysia Moldova Montenegro Myanmar New Zealand North Macedonia Papua New Guinea Philippines Poland Romania Russia	Serbia Slovakia Slovenia South Korea Tajikistan Thailand Turkmenistan Ukraine Uzbekistan Vietnam
<b>Region 3</b>	All of Africa All of Central America All of South America All of the West Indies Bangladesh	Bhutan China Cuba Ethiopia India	Maldives Mexico Mongolia Nepal Pakistan	Sri Lanka Taiwan



