

## Guidelines for the AY2026 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 (per student, per semester)
  - Ph.D. Students: 100,000 JPY (per student, per year)
- \*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 15 – June 14, 2026  
Fall semester: September 22 – October 22, 2026
- Notification of Results:  
For spring applications: Early July

For fall applications: Mid-November

- Post-Activity Completion Document Submission Deadline:

All required documents must be submitted within 2 weeks after completion of activities, or the below (whichever comes first).

August 23,, 2026 (for students graduating in September)

February 28, 2027 (for everyone else)

#### 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 approved activity in advance (including changes to dates on which activities are to be conducted).
- 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

Microsoft Forms: [AY2026 Research Subsidy Application](#)

\*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 in either a Master's program or Doctoral program 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.). All required documents must also be submitted before beginning a leave of absence, a suspension, or graduating, 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, 2026 or later.
- Not be in receipt of 100,000 JPY or more from external research funds in AY2026, and must have willingness to use the external funds prior to the subsidy.

### **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?
- Is the form completely and correctly filled out, with examples and comments for applicants gone from the submitted form?

### **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 only 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 Table 1 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 for research. You can receive it for any days on which research activities were conducted, assuming you check the box for it in the report.
  - You cannot receive per diem for travel days (any days which were exclusively spent traveling), or other days on which research activities were not conducted.
  - If per diem is paid, the amount varies by region. See Tables 1 and 2 on the last page of this document.
- 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

\*1st-semester GSM students who have not yet chosen a supervisor will need approval from the Dean of GSM. The office will obtain approval for you, so please leave the supervisor's signature section blank on the relevant application form.

- 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 also be submitted
  - 4) Document(s) showing the program/schedule (including the date and location) of the conference
  - 5) Abstract, PowerPoint, or poster to be presented at the conference
  - 6) Conference certificate (if available)
- Field Research
  - 1) Application Form B
- Paper Publishing/Language Editing/Proofreading
  - 1) Application Form C
  - 2) Document/receipt showing submission/publication/proofreading fees
  - 3) Price quotation document for services
  - 4) Documents showing details about the service(s) to be used
  - 5) Proof of submission to the journal (if you are publishing)
- Database/Software Purchase
  - 1) Application Form D
  - 2) Document/receipt/quotation showing the price
  - 3) Documents showing details about the service(s)

## 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 about 2 months of all required documents being submitted.

### 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 that you did what you applied for

Examples:

- ◇ Certificate of participation
- ◇ Business cards
- ◇ Photos
- ◇ Interview notes
- ◇ Pre- and post-edited versions of your paper (if received proofreading etc.)
- ◇ Picture of your published work in a journal/on Amazon, etc.
- ◇ Screenshot of software open on your computer
- ◇ Email confirming a purchase has been made

**<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