Project B Project Application Guidelines
【AY2021 Spring Semester Applications】

Take advantage of the Unlimited Possibilities
you have NOW as a university student.
Make your Original Ideas Come to Life!

Project B helps bring students' unique project ideas to life! Various changes have been made to Project B from AY2021 to make it easier for students to work within its framework and successfully complete their projects. In addition to regular Project B applications.

We are serious about providing you with the support needed to keep you excited and motivated!

Changes to Project B
- ✓ Only 3 core members needed to apply!
- ✓ Flexible subsidy use!
- ✓ Simplified application forms!
- ✓ Possible to consult with staff and receive feedback before submitting your application!

1 · Eligibility Criteria

Student-led outstanding and unique projects/events

There is no set theme for this category, however, projects with themes that overlap with keywords such as "problem solving," "community involvement," and "culture/core identity of APU" will be prioritized in the selection process.

2 · Merits of Project B

☞ Project Support Subsidies

Project B	500,000 yen (Max)

* Refer to "7. Project Funding" for further details.

☞ Extensive University Support

    ✓ Frequent updates and promotion of Project B activities via the university website and social media accounts! (There have been Project B groups in the past whose activities have garnered media attention.)

    ✓ Priority given to Project B groups in reserving on-campus facilities and use of university equipment.

☞ Skill Improvement <u>AND</u> Self Improvement

    ✓ Obtain event planning and management skills helpful in a future career through university-run workshops and feedback sessions.

    ✓ Experience personal growth from the joy of watching your ideas take shape and the delight of collaborating and creating with others.

3 · Application Requirements

Groups must fulfill the following requirements to be eligible to apply.

    ✓ Groups must have at least 3 core members. (All members must be currently enrolled APU students.)

    ✓ Groups must be able to complete their project by the middle of March 2022. (Come up with a project schedule that will allow you to complete your project sometime between September 2021 and the middle of March 2022.)

    ✓ Groups must be able to participate in all required training workshops and presentations and see their project through to completion. (Refer to "4. Yearly Schedule")

Notes:

    ✓ It is preferred that groups have members from at least two different countries/regions.

    ✓ Registered clubs and circles may apply, however, the proposed activities must go beyond the realm of regular club/circle activities. It is possible for multiple clubs and circles to jointly apply and conduct a project together.

    ✓ Activities conducted as part of a class (including seminar classes) are not eligible for Project B support.

4 · Yearly Schedule

    ＊ A Project B application period has been added for the upcoming Fall Semester. The tentative Fall Semester application period is Oct. 6(Wed) ~ Oct. 18 (Mon)4:30 p m. Fall Semester application details will be posted on the Student Office website and Campus Terminal. Groups not selected this semester are eligible to apply again in the fall.

< Flow from application to notification of screening results >

Pre-Application Consultations and Information Sessions

3/22(Mon)~	Pre-Application Consultation Sessions（Optional）	Consult with Student Office staff about Project B prior to applying either by email or Zoom. Refer to "6. Pre-Application Consultation Sessions."
4/14 (Wed)	Information Sessions (Zoom)	【Japanese 14:00-15:00】 https://weareapu.zoom.us/j/98271249418 【English 16:00-17:00】 https://weareapu.zoom.us/j/95230876343 ※APU accounts only. ※No advance reservation needed.

Application Period

4/12 (Mon) ~ 4/26 (Mon)	Application Period	Submit the online survey and project proposal. Refer to "5. Application Method."

Application Screening and Results

5/7 (Fri)	1st Screening Results	■ Screening results will be sent to the core members' Action Required section of Campus Terminal. ■ Questions concerning the application content will be sent together with the screening results. Groups must submit a reply by 4:30 pm on 5/12(Wed) ■ Presentation dates and details will be sent with the results.

< 2nd Screening >

Public Presentation

Either 5/13 (Thu), 5/14 (Fri), or 5/17 (Mon) 2th~3thperiod	Public Presentation (Conducted via Zoom)	■ Each group will have 15 minutes to present. ■ Groups have two choices: Play a pre-recorded video presentation or do a live presentation. ■ Presentations must be made in either Japanese or English. ■ PPT slides must be written in both Japanese and English, or the language opposite to the language in which you will be presenting. ■ At least two core members must present. * Note: Groups that choose to play a pre-recorded video presentation must be in a place where they are able to respond to questions from viewers after they show their video. * The number of views per presentation will be used as a reference in the evaluation process. Tell your friends to watch!

5/21(Fri)	Pre-notification of Final Screening Results	■ Screening results will be sent to the core members' Action Required section of Campus Terminal.

5/26(Wed)	Final Screening Results	■ The results will be announced to the entire APU community via Campus Terminal and the Student Office website.

< Activity Schedule >

Training workshops are a chance for all Project B groups to come together to learn about project management and motivate each other.

All core members are required to participate in the training workshops. At least two members must present at the public presentations. (Attending class should be prioritized.)

Changes may be made to how the 2nd training workshops and public presentations are implemented depending on the situation at that time.

Training Workshops & Public Presentations

Project Completion Period	2021 Spring Semester	2022 Fall Semester
1st Workshop	6/9(Wed) 3th ~ 4th period	11/17(Wed) 3th ~ 4th period
2nd Workshop	11/10(Wed)3th~4thperiod	April 2022 (Wednesday of the 2nd week of classes from 3th to 4th period)
Final Presentation *	April 2022 (1st week of classes)	October 2022(1st week of classes)

* There is the possibility that groups may be asked to submit a pre-recorded video for their final presentation instead of giving a live presentation.

Submission Deadlines

Subsidy Reimbursement Application & Final Report

1st Half Subsidy Reimbursement Application Deadline: ① Projects finishing in 2021 Spring Semester: End of September 2021 ② Projects finishing in 2021Fall Semester: 1st Week of March 2022 2nd Half Subsidy Application & Final Report Submission Deadline: 1st Week of March 2022	■ Project costs will be reimbursed roughly 1 month after all required documentation has been submitted. ■ Only project costs incurred prior to the submission deadline will be reimbursed. ■ Groups that have completed their project must submit the Final Report and Financial Report after participating in the final training workshop and reflection meeting.

Presentation Materials	Midterm & Final Presentations	Presentation materials (PPT slides, etc.) must be submitted 3 weeks prior to each presentation.

※There may be cases where additional documentation (event proposals, etc.) may be required.

5．Application Method

(1) Application Documents and Method

Online Survey ＋ Project Proposal ＋ Member list

① Online Survey

Answer the questions in the online survey below, upload your project proposal and submit the survey.

Monday, April 12, 2021 ~ Monday, April 26

https://survey2.apu.ac.jp/limesurvey/index.php/823614?lang=en

② Project Proposal (Free Format) (You can upload png, gif, doc, odt, jpg, pdf under 2048 KB.)

Project proposals should be

easy to understand (even for someone without any background knowledge), creative, and realistic!

< Please include the following information in the proposal: >

- ✓ Basic Project Information: Project Name, Group Name, Group Members
- ✓ Project Objectives, Goals, Significance, Impact
- ✓ Project Management Framework
- ✓ Project Details (Should be as detailed as possible and answer questions like when, where, what, who, with whom, to whom, how, and why!)
- ✓ Project Preparation and Activity Schedule
- ✓ Project Evaluation Methods (How do you plan to measure your project's success?)
- ✓ Budget (Detailed breakdown of project expenditures and income)
- ✓ In the case the project involves activities that generate income or donation/fundraising activities: Please write the reason these activities are necessary and activity details.
  ※Read "7. Project Funding" thoroughly.
- ✓ Any additional information that adds to your application's persuasiveness. (Information on people/organizations assisting you with your project, data that substantiates your project objectives, pictures, past achievements, etc.)

< Notes >

- ✦ No designated format or layout.
- ✦ The information in the proposal does not need to be presented in the order above.
- ✦ The more detailed the proposal, the more persuasive!
- ✦ Proposals should be no longer than 20 pages!

③ Member list
https://www.apu.ac.jp/studentsupport/content0320/2020/TypeB_Members_List.xlsx

(2) Application Period　Monday, April 12, 2021 ~　Monday, April 26
- ∗ A Project B application period has been added for the upcoming Fall Semester. The tentative Fall Semester application period is Oct. 6 (Wed) ~　Oct. 18 (Mon)
- ∗ Groups not selected this semester are eligible to apply again in the fall.

(3) After applying:
- ✦ The Student Office will not send an email to applicants acknowledging receipt of their application.
- ✦ Applicants who are concerned as to whether their application was successfully received by the Student Office should send an email to project@apu.ac.jp. Do not forget to include your group's name in the email.

6. Pre-Application Consultations

Consulting with Student Office staff allows you the chance to ask the most minor of questions to rather major ones before you apply! The quality of your application should improve with the amount of feedback you receive. Take advantage of this opportunity to have your questions answered and get valuable advice!

(1)　Consultation Period:

~May 21 (Thu)

Office Hours: Mon ~ Fri 10:00 ~ 16:30, Tuesdays only: 13:00~16:30

※Make an advance reservation to avoid waiting! Send an email or a message via Facebook Messenger with multiple times and dates you are available if you would like to make an advance reservation for a consultation.

※Students who prefer to consult via Zoom or the Facebook Messenger phone or video option must make an advance reservation.

※Please read through the application guidelines prior to consulting with staff.

(2) Consultation Methods：

➢　Zoom

➢　Facebook Messenger (Consultations via the Messenger phone and video options are also available.)
    Facebook Account: APU Selected Projects

(3) Time：Maximum of 30 minutes per consultation.

7. Project Funding

(1)　University Policy on Funding for Student Activities

The University considers it important for student organizations to have a budget appropriate to the scale of their projects/activities and use University funding appropriately and in the most cost-effective way possible.

(2)　University Subsidies

① Maximum Amount　　Project B: Maximum of 500,000 yen per group

② Subsidy Screening

・The maximum subsidy amount for each project will be announced together with the final screening results.

・Project members will meet with their project advisor in the Student Office to draft a budget and decide how to allocate subsidy funds.

③ Subsidy Period　　Project B: Thursday June 10, 2021 ~　Friday　March 11 , 2022

④ Subsidy Reimbursement

・In principle, groups will pay for all project-related costs out of pocket. The University will reimburse project expenses at two designated periods during the year.

・The University may decide to directly pay for something instead of having the group pay out of pocket

and reimburse them later. Cases like this could include situations where it is difficult for a group to come up with the funds for an expensive project-related purchase as well as occasions where payment is needed to be made swiftly to someone not affiliated with the University (honorarium given to a guest lecturer, etc.). Decisions will be made in light of the group's progress.

· The University will deposit the reimbursement in the designated bank account roughly 1 month after the necessary documents (Final Report, Financial Report, and receipts) have been submitted.
(Refer to the Activity Schedule in section "4. Yearly Schedule." Groups that have finished their project and have all their financial documents in order may apply to be reimbursed ahead of the application deadline.)

· Groups must submit the documents necessary to be reimbursed (receipts, Financial Report, etc.) by the designated submission date in March 2022. Please note that the University will not be able to reimburse AY2021 costs once the 2022 academic year begins.

· The University will not reimburse project costs if the required documents are not submitted by the deadline.

⑤　Final Income/Expenditures and Subsidy Amount
　　· If the project income exceeds expenditures: The subsidy amount will be reduced so that project income and expenditures equal zero.
　　· If the project expenditures exceeds the subsidy amount: The University will not bear any costs except for the maximum subsidy amount approved at the beginning of the project.


⑥　Income and Expenditure Records
　　Groups must keep a record of all income and expenditures for their project, including the ones that will not be subsidized, and report them to the University.

⑦　Income Generating Activities and Donations
　　· It is possible to hold an activity or event that generates income (collecting admission fees at an event, etc.), however, groups must first apply and receive approval from the University.
　　· Groups holding fundraising events or asking for donations from companies and organizations will need to provide a detailed plan and reason in the project proposal when applying.

(3) Items Eligible for Reimbursement
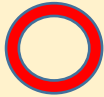
⭕ Items Able to be Reimbursed	❌ Items NOT Able to be Reimbursed
① Honorarium (Reimbursed in accordance with university regulations)	
② Facility fees	① Equipment that costs over 10,000 yen
③ Transportation fees (Transportation costs outside Beppu City only)	② Food and beverage costs ＊1
④ Accommodation fees	③ Expense allowances for items such as gifts, etc.
⑤ Equipment fees (Up to 10,000 yen)	④ Telecommunication fees
⑥ Insurance fees	⑤ Printing costs ＊2
⑦ Delivery fees	⑥ Office supplies
⑧ Participation fees	⑦ Other items deemed by the Student Office as not being eligible for reimbursement.
⑨ Outsourcing fees	
⑩ Items approved in advance by the Student Office.	

＊1 This excludes food and beverage costs required for the project that are approved by the Student Office.

＊2 Printing costs for promotional materials (flyers, pamphlets, etc.) are eligible for reimbursement and will fall under "⑨ Outsourcing Fees" in the "Items Able to be Reimbursed" list.

8. Other

➢ The University will terminate Project B funding for groups that do not follow the University's advice and for groups not making steady progress.

➢ The University will promote Project B activities on and off-campus. Please cooperate with us to ensure we give your efforts the maximum amount of coverage they deserve!

9. Inquiries

Ritsumeikan Asia Pacific University

Student Office - Event and Project Support System Staff

Tel 0977-78-1104   Email: project@apu.ac.jp   Facebook Account: APU   Selected Project

Student Office Website   http://en.apu.ac.jp/studentsupport/page/content0317.html/?

Student Office   Facebook

Examples of Past Media Coverage

Asahi *Shimbun* (newspaper), Nishi-nippon *Shimbun*, ALC Global Tsushin (ALC Press Inc.) Oita Godo News,

Waku Waku Tonbo TV (CTB Media), and more!