

**AY2026 Program to Support the Submission of Academic
Papers in Foreign Languages <Graduate Student Category>
- Application Guidelines -**



1. Objectives and Attributes of the Program to Support the Submission of Academic Papers in Foreign Languages <Graduate Student Category>

The program aims to promote the international dissemination of research results by providing graduate students of the University with a grant to cover proofreading fees and article processing charge (APC) required to publish an academic paper in a journal. The application is open year-round, and the screening is conducted as necessary.

2. Details of Application

Subject of the grant	<p>The grant covers proofreading fees (up to 50,000 yen/paper) and APC (up to 50,000 yen/paper) required when graduate students publish an academic paper in a foreign language in a journal.</p> <p>*If you apply to both proofreading fees and APC, the fees must be for a single paper.</p>
Expenses to be covered by the grant	<p>- Proofreading fees (up to 50,000 yen (tax inclusive)/paper)</p> <p>Expenses related to translation and proofreading of a paper (or a conference proceeding) to be submitted, selection of a journal for submission, pre-peer review before submission, graphic modification for a paper, journal submission agent service, support for reposting after acceptance, and other services incidental thereto.</p> <p>- APC (up to 50,000 yen (tax inclusive)/paper)</p> <p>Expenses related to the publication of an academic paper (or a conference proceeding) to be submitted to a journal, international conference, etc. (submission fees, article and cover page publication fees, web APC, open access fee, conference participation fees, printing cost of offprints and additional offprints, etc. Postal transfer fees and cash transfer fees entailing these payments.).</p> <p><u>*Conference participation fees shall be covered only for the Graduate Student Category.</u></p>

Eligibility	<p>All the following qualifications must be met.</p> <p>(i) Applicants must be graduate students enrolled in regular courses at the University at the time of proofreading and submission of the relevant paper. It is not acceptable to apply for this grant while on a leave of absence. It is not permitted either to apply for this grant after returning to the University for a paper for which payment was made while on a leave of absence. Both of these cases are not applicable to the grant.</p> <p>(ii) The application must be the first for the relevant academic year.</p> <p>(iii) The budgets in this program are not permitted to be combined for use between multiple graduate students. (The maximum amount possible for a single grant is 100,000 yen for each application.)</p>
Applicable grant period	<p>The grant applies to academic papers to be submitted between April 1, 2026, and March 31, 2027, except for those written in Japanese. (Only papers written during the period of enrollment are applicable: for those who are scheduled to complete the course by the end of the relevant academic year, see below)</p> <p>(Applicable grant period for those scheduled to complete their course in AY2026)</p> <ul style="list-style-type: none"> - Completion in September 2026: By September 23 for master’s course students; by September 25 for doctoral students - Completion in March 2027: By March 20 for master’s course students; by March 31 for doctoral students <p><u>*The date of proofreading and submission is based on the date shown on the receipt; however, when transferring funds to a consolidated faculty research account, the date shown on the invoice/delivery note shall be used as the basis.</u></p>
Application deadline	<p>17:00 on Friday, February 26, 2027</p> <p>(Monday, August 31, 2026, for those who are scheduled to complete the course in September 2026)</p> <p>*Since the order placement, delivery, and payment must be completed in the same academic year to execute research funds in principle, consult in advance when any vouchers and other materials might be dated after the application deadline or the end of the relevant academic year.</p> <p><u>*There is a separate provision for “advance application.” Details will be announced on moodle+R, etc. approximately one month prior to the start of the “advance application.”</u></p> <p>*Due to the budgetary constraints of the program, the grant will be closed when the corresponding budget for the academic year has been depleted (projected upper limits: 130 papers for proofreading fees, 140 papers for APC). In that case, notification would be provided in the Graduate Student</p>

	Career Path Support Center section within moodle+R or the Ritsumeikan Student Portal.
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3. Grant Award Decision

The decision to award a grant is determined through a screening process.

4. Points to Note

- (1) Application for the “Program to Support the Submission of Academic Papers in Foreign Languages <Graduate Student Category>” can only be submitted once during the applicable grant period.

*If you are to publish a paper that has received the program’s grant to cover the proofreading fees, the application for APC is acceptable even during the same academic year.

- (2) Handling of co-authored papers

If one of the authors applies for a co-authored paper, other co-authors can apply for another paper in the same academic year. The maximum amount to be provided per application is 100,000 yen for both faculty members and graduate students. The amount remains the same in cases where co-authors of a paper belong to the same category (category for faculty members: up to 100,000 yen; category for graduate students: up to 100,000 yen).

However, if the relevant paper is co-authored by a faculty member and a graduate student (co-authors: Graduate Student D and Professor E; applicant: Graduate Student D and Professor E), applications for both categories may be made at the same time (categories for faculty members + graduate students: up to 200,000 yen).

In the Graduate Student Category, moreover, only doctoral students may apply for Categories A and B of the “Program to Support the Submission of Academic Papers” at the same time.

- (3) In the Graduate Student Category, the grant is “applicable” to academic papers in a foreign language published in the University journals such as [Bulletin of the Ritsumeikan University XX Research Institute], etc.
- (4) The paper that has received the program’s grant must be submitted to an academic journal. However, no refund will be requested for peer-reviewed papers that are not accepted by the journal after submission.

The rules for combining this grant with other research funds are as follows:

- (i) It is not permitted to combine this program with “Grant-in-Aid for Scientific Research (KAKENHI)” funds received by faculty members, including the student’s supervisor.

- (ii) Those with the JSPS Research Fellowship for Young Scientists (DC1 and DC2) may not combine this program with “KAKENHI” held by faculty members, including their supervisors.
- (iii) Those with the JSPS Research Fellowship for Young Scientists (DC1 and DC2) may combine this program with their own “Research-Encouragement Funding.”

5. Notification of Screening Results

Applicants will be notified in turn of the screening results.

6. Application Documents and Personal Information Handling Policy

- (1) Application documents and other materials submitted will be used for purposes of implementing this program only.
- (2) Personal information obtained from application documents, etc. shall not be used for purposes other than implementation of this program.

7. Application Procedures

Go to the URL below for web application based on the prescribed forms.

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=13451>

Attach the following documents in Word, PDF, etc. when applying on the web.

Proofreading fees	<ul style="list-style-type: none"> - Data of the submitted paper - A statement verifying the basis for the amount (invoice, quotation, delivery note, etc.) - Receipt (*1) - (If there is no receipt available, or if you paid in foreign currency with a credit card) Credit card statement *No blackout correction allowed, in principle. (*2) <p><u>*If the transfer is to be made to the combined faculty research fund, invoices and delivery notes related to the relevant research expenses are acceptable instead of receipts.</u></p>
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APC	<ul style="list-style-type: none"> - Data of the submitted paper - A statement verifying the submission/acceptance of the relevant paper (documents, e-mails, etc.) - Documentation showing the basis for the amount (invoices or other documents showing the basis for the amount) - Receipt *Signatures and seals thereon are not acceptable. (*1) <ul style="list-style-type: none"> - (If there is no receipt available, or if you paid in foreign currency with a credit card) Credit card statement *No blackout correction allowed, in principle. (*2) <p>< For submissions to international conferences ></p> <ul style="list-style-type: none"> - Data of the submitted paper - Documents describing the outline of the relevant international conference (date, etc.) - A statement verifying the submission/acceptance of the relevant paper (documents, e-mails, etc.) - Documentation showing the basis for the amount (invoices or other documents showing the basis for the amount) - Receipt *Signatures and seals thereon are not acceptable. (*1) <ul style="list-style-type: none"> - (If there is no receipt available, or if you paid in foreign currency with a credit card) Credit card statement *No blackout correction allowed, in principle. (*2) <p><u>*If the transfer is to be made to the combined faculty research fund, invoices and delivery notes related to the relevant research expenses are acceptable instead of receipts.</u></p>
<p>*1 <u>No signatures or seals may be affixed</u> to receipts, credit cards, or other vouchers.</p> <p>*2 Be sure to check the “Supplementary Materials on Vouchers” posted on the contents of this program in the Graduate Student Career Path Support Center section within moodle+R for the required vouchers.</p>	

8. Contacts

<Graduate Student Category>

Campus	Office/Persons in Charge
All campuses	Person(s) in charge of the Program to Support the Submission of Academic Papers in Foreign Languages <Graduate Student Category> RARA Office 5th floor of Nakagawa Hall Ritsumeikan Suzaku Campus 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520 JAPAN TEL: 075-465-8190 E-mail: g-schol2@st.ritsumei.ac.jp

Request for Researcher Database Input

Ritsumeikan University Researcher Database is a web-based platform to publicize research achievements and researchers' profiles.

Please make sure to register the information on the research achievements gained from this program in the database.

Graduate students should register with the Ri-SEARCH at the URL below.

[\(https://en.ritsumei.ac.jp/ru_gr/g-career/research/\)](https://en.ritsumei.ac.jp/ru_gr/g-career/research/)