

AY2025 Program to Support the Submission of Academic Papers in Foreign Languages - Application Guidelines -



1. Objectives and Attributes of the Program to Support the Submission of Academic Papers in Foreign Languages

The program aims to promote the international dissemination of research results by providing researchers (faculty members) and 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.

Meanwhile, from AY2026 onward, which will correspond to the period for the 5th Mid-term Research Advancement Plan, there are plans to revise and review the content of the Advanced Research Programs, including this program.

2. Details of Application

○ Category for faculty members	
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 researchers (faculty members) publish an academic paper 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 incidental services.</p> <p>- APC (up to 50,000 yen (tax inclusive)/paper)</p> <p>Expenses related to the publication of an academic paper (<u>or a conference proceeding</u>) (submission fees, APC, web APC, open access fee, printing cost of offprints and additional offprints, as well as postal transfer fees and cash transfer fees entailing these payments.).</p> <p><u>*Depending on the contract, etc. of the journal to which Ritsumeikan University has an institutional subscription, authors affiliated with the University may be entitled to a free or discounted APC. Please be sure to check the following website when submitting to journals that allow open access, and if you have any questions, please contact the person in charge at the Office of Academic Information of the Library.</u></p> <p>https://www.ritsumei.ac.jp/students/lib/c01/013/</p>
Eligibility	All the following qualifications must be met.

	<p>(i) Applicants must be full-time faculty members of the University (including those appointed for a fixed term).</p> <p>The eligible applicant shall be a Ritsumeikan University Professor, Associate Professor, Sennin Lecturer, Ninkisei Kyoin (Professor/Associate Professor/Lecturer/Assistant Professor), Tokubetsu Ninyo Teaching Staff, Tokumei Teaching Staff, Tokunin Assistant Professor, Tokubetsu Keiyaku Kyoin (Professor, Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor), Eminent Research Professor (Professor/Associate Professor), Research Professor (Professor/Associate Professor/Assistant Professor), or Research Staff (Senior Researcher/Researcher).</p> <p>(ii) Combined usage is permissible with individual research allowances or personal expenses, in principle. However, if the researcher receives grants from the Research Advancement Promotion Program that allows combined usage and other research funds to the use of which the fund distributor gives its consent, combined usage with those grants is permissible. Nevertheless, publicly funded research expenses (direct expenses) shall be excluded from the total.</p> <p>(iii) The budgets in this program are not permitted to be combined for use between multiple faculty members.</p> <p>(The maximum amount possible for a single grant is 100,000 yen for each application.)</p> <p>(iv) The application must be the first for the current academic year.</p>
Applicable grant period	<p>The grant is applicable to expenses incurred between April 1, 2025 and March 31, 2026, among those for proofreading and submission of a paper or proceedings written in a foreign language. *The date of proofreading and submission shall be based on the date indicated on the invoice or receipt.</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. In that case, notification would be provided on the Division of Research website as well as on the Faculty Portal.</p>
Application deadline	<p><u>Monday, March 23, 2026</u></p> <p>*If you are submitting a paper within the grant period and do not have the vouchers and other materials by the application deadline, please consult with the Research Office and apply on the SmartDB by the application deadline in accordance with its instructions. Applications submitted after the deadline will not be accepted.</p> <p>*Since the order placement, delivery, and payment must be completed in the same academic year to execute research funds in principle, consult with the affiliated Research Office in advance when any vouchers and other materials might be dated after the application deadline or the end of the relevant academic year.</p>

○ Category for graduate students	
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 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 incidental services.</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 category for graduate students.</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.</p> <p>(The maximum amount possible for a single grant is 100,000 yen for each application.)</p>
Applicable grant period	<p>The grant is applicable to academic papers to be submitted between April 1, 2025 and March 31, 2026 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 AY2025)</p> <p>- Completion in September 2025: By September 23 for master's course students; by September 25 for doctoral students</p> <p>- Completion in March 2026: By March 20 for master's course students; by March 31 for doctoral students</p>

	<p>*The date of proofreading and submission shall be based on the date on the receipt, but if the transfer is to be made to the combined faculty research fund, it shall be based on the date on the invoice or delivery note.</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 on the Graduate Student Career Path Support Center website within manaba+R.</p>
Application deadline	<p>17:00 on Friday, February 27, 2026 (Monday, September 1, 2025 for those who are scheduled to complete the course in September 2025)</p> <p>*Since the order placement, delivery, and payment must be completed in the same academic year to execute research funds in principle, consult with the affiliated Research Office 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>*There is a separate provision for “advance application.” Details will be announced on manaba+R, etc. approximately one month prior to the start of the “advance application.”</p>

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” 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 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, the other co-author 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), application for both categories may be made at the same time (categories for faculty members + graduate students: up to 200,000 yen).

In the category for graduate students, moreover, only doctoral students may apply for the “Program to Support the Submission to High-impact Journals” at the same time.

If Professor A applies for the grant for a co-authored paper of Professors A and B, Professor A will be considered to have applied once; Professor B can apply for a grant for another paper during the same

academic year. The grant per paper is up to 100,000 yen, and the limit does not change regardless of the number of authors. (A paper co-authored by two ≠ up to 200,000 yen)

- (3) While the grant is “not applicable” to academic papers, even in a foreign language, published in the University journals such as [Bulletin of the Ritsumeikan University XX Research Institute], etc. in the category for faculty members, it is “applicable” in the category for graduate students.
- (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.
- (5) [In the category for graduate students only]

Those with JSPS Research Fellowships for Young Scientists (DC1, DC2) may apply only when conducting research that is considered to further develop their research topics.

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.

- ☐ Category for faculty members:

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=12287>

- ☐ Category for graduate students:

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

Attach the following documents in Word, PDF, etc. to apply on the web.

<input type="radio"/> Category for faculty members	
Proofreading fees	<ul style="list-style-type: none"> - Data of the proofread paper - Delivery statement - Invoice <p>*In case of reimbursed payments, in addition to the documents above, submit a receipt or a credit-card statement.</p>
APC	<ul style="list-style-type: none"> - Data of the submitted paper - Invoice <p>*In case of reimbursed payments, in addition to the documents above, submit a receipt or a credit-card statement.</p>

○ Category for graduate students	
Proofreading fees	<ul style="list-style-type: none"> - Data of the submitted paper - A statement verifying the basis for the amount (quotation, deliver statement, 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>*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.</p>
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.) - <u>Documentation showing the basis for the amount (invoices or other documents showing the basis for the amount)</u> - Receipt *Signatures and seals thereon are not acceptable. (*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>< 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.) - <u>Documentation showing the basis for the amount (invoices or other documents showing the basis for the amount)</u> - Receipt *Signatures and seals thereon are not acceptable. (*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>*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.</p>
<p>*1 <u>No signatures or seals may be affixed to receipts, credit cards, or other vouchers.</u></p> <p>*2 <u>Be sure to check the “Supplementary Materials on Vouchers” posted on the contents of this program in the course “Graduate Student Career Path Support Center” in manaba+R for the required vouchers.</u></p>	

8. Inquiries

○ Category for faculty members

Campus	Office/Persons in Charge
Suzaku	Research Office at Kinugasa Campus Nishimura (Mr.), Muramatsu (Ms.) 1st floor of Shugakukan Hall
Kinugasa	Ritsumeikan University Kinugasa Campus 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577 JAPAN 075-465-8237/Extension : 511-2378 E-mail: k-seido@st.ritsumei.ac.jp
Biwako-Kusatsu (BKC)	Research Office at Biwako-Kusatsu Campus Ritsumeikan University Biwako-Kusatsu Campus (BKC) 1-1-1 Noji-higashi, Kusatsu, Shiga 525-8577 JAPAN <<Natural Sciences>> Yamamoto (Mr.), Goto (Ms.) 3rd floor of Research Center for Disaster Mitigation System 077-561-3488/Extension : 515-6522, 515-6521 E-mail: b-kodoka@st.ritsumei.ac.jp <<Social Sciences>> Yamamoto (Mr.), Miyake (Ms.) 5th floor of Across Wing 077-561-3945/Extension : 515-6522, 515-2501 E-mail: b-kodoka@st.ritsumei.ac.jp
Osaka Ibaraki (OIC)	Research Office at Osaka Ibaraki Campus Yamasaki (Ms.) 8th floor of Building A Ritsumeikan University Osaka Ibaraki Campus (OIC) 2-150 Iwakura-cho, Ibaraki, Osaka 567-8570 JAPAN 072-665-2570/Extension : 513-6103 E-mail: oicro-k@st.ritsumei.ac.jp

○ Category for graduate students

Campus	Office/Persons in Charge
All campuses	Person(s) in charge of the Program to Support the Submission of Academic Papers in Foreign Languages (category for graduate students), RARA Office 5th floor of Nakagawa Hall Ritsumeikan Suzaku Campus 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520 JAPAN TEL: 075-465-8190/Extension: 510-2216, 510-2217 E-mail: g-schol2@st.ritsumei.ac.jp

Request for Researcher Database Input

Ritsumeikan University Researcher Database is a database to publicize research achievements and researchers' profile on the web.

Those who have taken advantage of this program should make sure to register the information on the research achievements gained from this grant in the database.

For details, please check the Division of Research website below.

(https://www.ritsumei.ac.jp/research/member/researcher_login/index.html/) (mostly in Japanese))

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

(<https://gyoseki-web.ritsumei.ac.jp/ritgsap/P300>)