

## FAQ about GAKKAI Scholarship

※If you are unsure or have any questions, consult with the RARA Office by email to g-schol1@st.ritsumei.ac.jp.

---

Q: I tried to make a GAKKAI Scholarship application from [GAKKAI Scholarship], but I couldn't find the scholarship that I want to apply for. What can I do?

A: Firstly, you need to register the information of the academic conference.

- ➔ Please register the academic conference that you want to apply for from [Conference attendance/presentation] under [Achievement items]. Please make sure to enter the conference period at that time.
- ➔ After registering it, check that you can select the conference from [GAKKAI Scholarship].

---

Q: How can I get the approval of my academic advisor?

A: You can get it through the Ri-SEARCH system.

- ➔ Firstly, you need to register the academic conference information which you want to apply for in [Academic conference attendance and presentation] under [Achievement items].
- ➔ After registering the achievement items, move to [GAKKAI Scholarship] and add the necessary information in the GAKKAI Scholarship Application Form. The application information will be sent to your academic advisor after you submit your application.
- ➔ You can search for your academic advisor at the bottom of the screen of GAKKAI Scholarship. Please choose your graduate school by department, and select your academic advisor.
- ➔ The email will be automatically sent to your academic advisor, but to prevent any approval oversights, please try to request approval directly from your advisor whenever possible.
- ➔ For the procedure for faculty members, click [here](#).

---

Q: The name of my academic adviser doesn't show up in the Academic Advisor Search screen. What can I do?

A: Please send an e-mail to the RARA Office (g-schol1@st.ritsumei.ac.jp) with the following points:

- Graduate School which your academic advisor belongs to
- Name of your academic advisor
- Ritsumeikan(Rainbow) e-mail address (if you know it)

We will check the status and register it.

---

Q: When the conference organizer allows presenters to choose between online presentation and on-site presentation (in the case of a conference where both online and face-to-face presentations are selectable), which type (of scholarship) is applicable, online or on-site?

A: Please choose the type based on whether you made a presentation on-site at the venue or online.

◆If you can submit the evidence showing that you had made your presentation on-site at the venue, your application will be accepted as On-site presentation [GAKKAI-HAPPYO Scholarship in Japan (make a presentation at the venue)] or [GAKKAI-HAPPYO Scholarship overseas (make a presentation at the venue)] depending on the location. Please attach the evidence as a Document D "Evidence of GAKKAI (Attendance/Presentation)".

If you do not provide the evidence showing your presentation at the venue, your application will be regarded as online presentation.

\*Please note that you cannot change the application type AFTER submission.

---

Q: I want to apply for the GAKKAI-SANKA scholarship. Are all documents from A to D required to be submitted?

---

A: You need to submit only Document A and Document D.  
The Ri-SEARCH system is set so that you can attach Document B and Document C.  
However, you can submit your application without these documents.

---

Q: What is the difference between GAKKAI-SANKA(attendance) and GAKKAI-HAPPYO (presentation)?

---

A: GAKKAI-SANKA ...Attendance in an academic conference without making a presentation  
GAKKAI-HAPPYO...Participation in an academic conference and making a presentation

---

Q: What do “online presentation” and “submitted academic paper is published in the collection of papers etc.” refer to?

---

A: Online presentation...  
e.g.) Presentations using online tools such as ZOOM, online poster presentations, and presentations at virtual conferences  
“Submitted academic paper is published in the collection of papers etc.”...  
e.g.) Publication of proceedings in collection of papers, publication of posters, publication of abstracts on the website

---

Q: How should I date the duration of trip on the Application Form for virtual/online or publication-based conferences?

---

A: Please write such as 0 night(s) / 1 day or 0 night(s) / 2 days, based on the schedule of the conference.

---

Q: What are the specific documents which need to be attached on the Form D, Evidence of GAKKAI (Attendance/Presentation) to prove my conference attendance/presentation?

---

A: Examples are as follows:  
①Attendance Certificate issued at/by the academic conference  
②Any documentation which shows that you took part in the conferences (e.g.)pictures of a computer/device screen showing that the conference was held online, Thank You E-mail you received after your presentation at the conference, or exchanged e-mails between you and the conference organizer regarding questions/inquires etc.)  
※ A notice of the conference URL cannot be accepted as it is not enough to show your presentation/attendance at the conference held online.

---

Q: What are the documents required for online application?

---

A: Required documents differ according to application type.  
For GAKKAI-HAPPYO (presentation) application, the following documents are all required.  
When your application is for GAKKAI-SANKA (attendance), you can apply with only Document A and Document D.

A: Copy of flyer, leaflet, brochures, full program agenda, etc. (conference name, location and venue of the conference, conference date(s) must be included.)

B: Documents identifying the presentations made at the conference (presenter's name, presentation title, and presentation date must be included)

(Materials showing publication in collection of papers, etc. (e.g.) photocopies of webpage or e-mail))

C: Materials used in the presentation (ppt slides, posters, manuscripts, etc.)

(Materials showing publication on website/collection of papers, etc.)

(D)※: GAKKAI Scholarship (Attendance/Presentation) Report, Form D (Downloaded from the website)

※The certificate (Document D) must be submitted when applying for "GAKKAI-SANKA (attendance)" and "Hybrid conference (Attendance on site)."

Hybrid conference: An academic conference that people can attend both on site and online.

※Please be sure to read the Application Guidelines for GAKKAI Scholarship and submit the required documents via electronic application. Applications with incomplete documents will not be accepted.

---

Q: Let us know the data capacity of documents to be submitted.

A: The upper limit is 40MB (Please submit as PDF file etc. Do NOT attach the video, image files or power point file directly).

---

Q:It's written on the Application Guidelines as "8. Academic conferences that can/cannot be subject to this scholarship" that A student do not receive dual grants for the same purpose (If receiving any financial assistance from parties other than this scholarship.). What kind of case does it mean?

A:

① There is a case where each graduate school has its original program to support the conference attendance and presentation. In this case, please check whether you are able to receive both GAKKAI Scholarship and an original scholarship offered by your graduate school together or not.

② You can use/receive other research funds and Aster together with this GAKKAI Scholarship. However, some research funds restrict to use/receive other funds together. Please be sure to check with your academic advisor whether you can use/receive together or not in advance.

---

Q: I would like to supplement the amount of actual expenses beyond the academic scholarship amount with other budgets and research expenses.

A: First of all, please discuss with your academic advisor whether there is a budget available or not. If you want to use other budget or research funds, the "Budget" section must be filled in the academic advisor's approval screen. You cannot fill in the details on the applicant's own screen, so please contact your academic advisor in advance. Also, please note that an application is required on the budget side, which is used separately.

(Example of filling in Ri-SEARCH system budget section)

【2. Execute budget with other research funds/laboratory expenses】

Specific name of the budget:【個人研究費(personal research expense)】

---

Q: How accurate do I have to enter "executed expenses"?

A: This item is for the admin. office to calculate the balance between the amount of benefits and the expenses incurred. There is no problem if you fill in the approximate amount.

---

---

【Inquiry】

Ritsumeikan University, RARA Office

E-Mail: [g-schol1@st.ritsumeai.ac.jp](mailto:g-schol1@st.ritsumeai.ac.jp)

---

(2024.4.3)