

Application Guidelines for AY2025 Ritsumeikan University

KENKYUKAI-KATSUDO Grant

(Grant for Student Research Societies)

1.Objective

The objective of KENKYUKAI-KATSUDO Grant is to encourage graduate students from various graduate schools to voluntarily engage in research activities of Student Research Societies (hereinafter referred to as “Society”).

2.Grant Details

(1) Number of Eligible Societies

The grant will be provided to up to 30 Societies per academic year.

* The number of Societies accepted is 25 in Spring semester, and 5 in Fall semester.

* If the total number of Societies accepted at the time of Spring application does not reach 25, the remaining numbers of Societies will be accepted additionally at the time of Fall application.

(2) Support Details

1)Support for Expenses

Amount up to 100,000 yen is provided to each Society per academic year. The amount covers expenses for planning and conducting Society-hosted events (hereinafter referred to as “Event Expenses”). Each Society must submit an annual plan and estimated cost of Event Expenses at the time of application. (hereinafter Ritsumeikan University is referred to as “the University”)

Item	Examples of expenses	Notes on execution
Consumable supplies	① Books/magazines, documents, dictionaries, etc. ② Stationery, experimental tools/ materials ③ Various software (including the license fee) etc.	① Goods which have a useful life-span of one year or more, or the acquisition cost is 100,000 yen or more are excluded. ② Postage and handling fees are also subject to be covered.
Honorarium	① Honorarium related to invited lecturers outside of the University ① Honorarium for translation ② Honorarium for revision etc.	① Honorarium for lectures cannot be paid to students outside of the University, students/Post-Master's Research Students/Doctoral Research Students of the University. ② Societies must not pay directly to invited lecturers as payments are subject to tax withholding system.
Travel expenses	① Round-trip transportation expenses and accommodation expenses necessary to prepare for the event ② Round-trip transportation expenses necessary to travel to the venue where the event is conducted and accommodation expenses ③ Round-trip transportation expenses and accommodation expenses for invited lecturers outside of the University etc.	① Travel expenses will be calculated based on the Ritsumeikan Statement of Travel Expenses. ② The actual accommodation expenses will be paid based on the venue location of the event (domestic/overseas) in accordance with the above Statement. ③ If the transportation expenses include the route of commuter passes, the amount of corresponding route will be excluded from the payment.
Others	① Outsourcing expenses such as	Expenses of confectioneries/drinks and gifts are excluded.

	interpreting, translation, proofreading, questionnaire, survey etc. ② Expenses for printing materials, bookbinding etc. ③ Venue rental fee for the event, equipment rental fee ④ Expenses for communication, postage ⑤ Bank transfer fee etc.	(Except for occasions when the RARA Office approves its necessity)
<p>*Regarding the expenses that are difficult to judge objectively its relation with the activity of the Society, please prepare "Statement of reasons" (free format) and attach it. For executions that you cannot judge objectively, please consult with the RARA Office. Please note that the RARA Office may request you to submit a "Statement of reasons".</p> <p>*Lecturer category and the amount of honorarium -Postdoctoral fellow outside of the University, faculty/staff of the University, etc.: 10,000 yen -Faculty of other universities, company supervisor, etc.: 30,000 yen -President/Vice-President or Dean of other universities, company executive, etc.: 50,000 yen (In addition to the above amount, the amount equivalent to withholding tax will be added at payment.)</p> <p>*Consumable supplies must be kept as common properties among members of each Society. After finishing the research activities, each Society must consider and decide how to keep the consumable supplies. Keeping in Graduate Study Rooms or donating to libraries are desirable. If a Society requests to donate them to the facilities of the University such as libraries, please consult with the RARA Office.</p>		

2)Support for Venue

The permission to use the classroom space will be granted to eligible Societies for their research activities to be held on campus in accordance with the conditions of lending facilities to Ritsumeikan University student organizations engaged in extracurricular activities.

3)Applicable Period

① Societies accepted for Spring Application

Expenses incurred by research activities held from April 1, 2025 to Saturday 28, 2026

④ Societies accepted for Fall Application

Expenses incurred by research activities held from September 26, 2025 to Saturday 28, 2026

3. Application

(1) Application Qualification

A Society must fulfill all the following requirements.

- 1) A Society must consist of three or more graduate students of the University.
- 2) A Society must consist of students from two or more graduate schools*¹ at the University.
- 3) The representative must be a graduate student of the University*².
- 4) The deputy representative must be a graduate student of the University enrolled in a graduate school*¹ different from that of the representative.
- 5) A Society must present research achievements arising from the usage of the grant in Mid-Term Report and Final Report
- 6) A Society must not receive duplicate disbursements from this grant and other budget for the same activities/expenses. (A Society is allowed to use other budget if disbursement is for different activities/expenses).

*¹ If it is difficult to recruit members from more than one graduate school when applying, please provide the reason in detail in the application form. If your application is adopted, support for expenses and facilities will be provided after we confirm that you have added graduate students from other graduate schools.

*2 A representative cannot be a representative of more than one Society. If a representative changes from the time of the application, please submit the application form for changing registered Society members promptly.

※The grant shall not be disbursed to those who are taking a leave of absence, Non-Regular students (Post-Master's Research Student/Doctoral Research Student etc.) and students of other universities, even though it is possible for them to become members of Societies.

※Undergraduate students of the University are eligible to become members of the Societies (also eligible to receive the disbursement).

(2) Application Period

①Spring Application

From Monday, April 21, 2025 at 09:00 (JST) to Friday, May 9, 2025 at 17:00 (JST)

②Fall Application

From Monday, July 28, 2025 at 09:00 (JST) to Friday, August 22, 2025 at 17:00 (JST)

(3) How to Apply

Please fill out "AY2025 Application Form for KENKYUKAI-KATSUDO Grant" and upload/submit your application on the application form below. Please refer to "KENKYUKAI Management Guidelines" for information on the execution of expenses and management of the study group.

[Where to submit]

[Application submission form](#)

*We do not accept applications submitted in any other manner.

*Due to the specifications of the application submission form, it may be possible to submit the application after the application deadline, but the office will only determine if the "submitted time" meets the deadline.

[Application documents]

Please refer to the following website for application form and KENKYUKAI Management Guidelines.

https://en.ritsumei.ac.jp/ru_gr/g-career/financial/detail/?id=6

(4) Application for ethics review

Be sure to consider in advance the appropriate countermeasures and approaches if the research activities of the Society involve research that requires legal procedures to comply with laws and regulations, such as research that requires agreement and/or cooperation of another party, consideration for the handling of personal information, or approaches for bioethics and safety. (Example cases: Studies, investigations or experiments that require approval procedures at the ethics committee or the information committee inside and outside the research organization, such as conducting surveys/interviews which involve the collection of personal information, use of materials/samples being provided by another party, human genome analysis, genetic recombination research, and experiments on animals.)

In case the review of the below ethics committees is necessary, you must apply for the ethics review before applying for this grant. If you are waiting for the result of the review at the time of application for the KENKYUKAI-KATSUDO Grant, please explain the situation in the application form. In case your application fails to pass the ethics review, your application for the Grant will also be rejected. Since it takes approximately two months to get the result of the ethics review, applications must be prepared in a planned manner.

(Application for ethics review for research involving human subjects)

<http://www.ritsumei.ac.jp/research/approach/ethics/mankind/>

*Japanese version only

(Application for ethics review for medical and health research involving human subjects)

<http://www.ritsumei.ac.jp/research/approach/ethics/iryo/>

*Japanese version only

(Application for ethics review for research involving animals)

<http://www.ritsumei.ac.jp/research/approach/ethics/animal/>

*Japanese version only

4. Schedule after Application

The submitted applications will be reviewed by the screening committee and the result will be decided. The screening results will be announced to the representatives of each Society through manaba+R. The representatives of the selected Societies must attend the Briefing Session.

	Spring Application	Fall Application
Application Screening by Screening Committee	Late May, 2025	Mid-September, 2025
Announcement of Screening Results	Early June, 2025	Late September, 2025
Briefing Session	Mid-June, 2025	Early October, 2025

*The details will be informed later.

5. Mid-Term Report/Final Report

All selected Societies must submit the Mid-Term Report, Final Report and a poster (scheduled to be submitted early March, 2026).

If a joint reporting session (in the form of a poster session) with the scholarship and grant programs managed by the Graduate Student Career Path Support Center takes place, you will also be asked to present your report at this session.

The details of each report and session will be informed later.

<Inquiries>

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