

Application Guidelines for Ritsumeikan University Graduate School

Grant for Publication of Doctoral Dissertation Spring Semester AY2025

1. Purposes and Features of Grant Program for Publication of Doctoral Dissertation

The purpose of this program is to encourage Ritsumeikan University doctoral students to publish the research results from their doctoral dissertation as an academic book. This program provides financial assistance to support those who have earned a doctoral degree from Ritsumeikan University to publish their doctoral dissertation for the purpose of making outstanding research results in their areas of expertise open to the public.

2. Grant Information

Publication Eligible for Grant	Publication of a doctoral dissertation submitted to apply for a doctoral degree (course-based) of the University (single author only) *This grant can only be used for commercial publication by a publisher. *The following are not covered by this grant: (1) Publication planned by a publisher where all publishing costs are covered by the publisher. (2) Publication by a printing company instead of by a publisher.
Expenses Covered	Publishing expenses *Publishing expenses refer to expenses for typesetting, bookbinding, printing, paper, and translation and proofreading. They shall not include transportation expenses required to attend meetings, etc.
Grant Period	For publications to be published by September 25, 2026
Grant Amount	Maximum of 1,000,000 yen per project
Number of Projects	Approximately 15 per year
Applicant Eligibility	All applicants must meet either of the following two criteria: 1) Those who, at the time of application, are enrolled in Doctoral Program or Integrated Doctoral Program of one of the eligible graduate schools of Ritsumeikan University stated below, and who have completed the application procedures for a doctoral degree (course-based) to be conferred on September 25, 2025. 2) Those who were enrolled as a doctoral student in one of the eligible graduate schools of Ritsumeikan University stated below in the fall semester of 2024, completed the application procedures for doctoral degree conferral (course-based) by March 31, 2025, and then withdrew from the University without a degree, and who have been approved (or are scheduled to be approved) to be awarded a doctoral degree backdated to March 31, 2025 (retroactive degree holder). *Retroactive degree holders: Those who were enrolled in Doctoral Program or Integrated Doctoral Program in or before AY2009, and those who transferred to Integrated Doctoral Program from the third year in or before AY2011.
Eligible Graduate School	Graduate School of Law, Graduate School of Economics, Graduate School of Business Administration, Graduate School of Sociology, Graduate School of Letters, Graduate School of International Relations, Graduate School of Policy Science, Graduate School of Core Ethics and Frontier Sciences, Graduate School of Technology Management, Graduate School of Sport and Health Science, Graduate School of Human Science, Graduate School of Gastronomy Management
Application Period	From 9:00 a.m. on Monday, June 16, 2025 to 5:00 p.m. on Friday, July 11, 2025 (JST)
Application Materials	Submit the following documents in PDF format (if it is difficult to convert documents to PDF, contact the RARA Office in advance). 1) Application Form for Ritsumeikan University Graduate School Grant for Publication of Doctoral Dissertation Spring Semester AY2025 2-1) Copy of doctoral dissertation 2-2) Copy of abstract 3) Estimates from publishers (and estimates for translation expenses if applicable). * The publishers must be corporations based in Japan. * As a general rule, you must submit estimates from <u>two or more companies</u> . When submitting an estimate from only one publisher for a justifiable reason, please explain that reason on your application form. 4) Publication approval letters from the publishers (no fixed format) 5) Research Achievements Report (print out from Ri-SEARCH) *Refer to "4. Notes on Applying." 6) Copy of application form for doctoral degree conferral

	<p>* This is NOT required if you have already completed your doctoral degree program.</p> <p>7) Copy of Curriculum Vitae</p> <p>* Submit a copy of the Curriculum Vitae you submitted when applying for the doctoral degree conferral.</p> <p>Download the form from the Graduate Student Career Path Support Center website. [https://www.ritsumei.ac.jp/ru_gr/g-career/financial/detail/?id=8]</p>
How to Apply	<p>- Convert the required application documents <u>excluding 2-1) above</u> to PDF and submit them using the dedicated web application form. (For details, refer to “10.Submission of Application Materials”)</p> <p>- <u>For 2-1) (copy of doctoral dissertation) only</u>, submit to the email address below as a PDF attachment. Email address: g-schol2@st.ritsumei.ac.jp Subject: Copy of Doctoral Dissertation for the Ritsumeikan University Graduate School Grant for Publication of Doctoral Dissertation Spring Semester AY2025</p> <p>*If Eligibility Criteria 2) applies to your case, email the RARA Office in advance by no later than June 27, 2025.</p>
Requirements for Receiving the Grant	<p>Applicants must meet both of the following requirements:</p> <ol style="list-style-type: none"> 1) Have earned a doctoral degree based on the dissertation submitted in this application. 2) Have published the doctoral dissertation by September 25, 2026 and have completed all necessary procedures for receiving the grant.

3. Screening

(1) Screening Committee

- 1) Applications will be screened by the screening committee based on the evaluation items, and a final decision will be made.
- 2) The result of the screening will be reported to the Research Committee.

(2) Screening Criteria

A comprehensive evaluation will be performed based on the following criteria:

- 1) Whether the research results have high academic value.
- 2) Whether the publication plan is clear and the book will be definitely published during the grant period.
- 3) The status of related research results and research achievements of the applicant.

* If the number of applications exceeds the number of projects to be funded for the year, those who have not published any books before applying for this grant may be given priority.

* Based on the score earned in the comprehensive evaluation and the total number of projects accepted, applications may be rejected, or they may be approved with reduced funding.

4. Notes on Applying

- (1) In the screening process, faculty members from a field other than yours may evaluate your application; therefore, be sure to make your application easily understandable to persons from other fields.
- (2) If you will receive any other grants, be sure to include these in the Publication Expenses section in the application form.
- (3) You are responsible for selecting publishers. The University will not designate or introduce publishing companies. Please note that this grant may be subject to tax under the Income Tax Act, so publishers must be corporations based in Japan to ensure that procedures are taken according to Japanese law.
- (4) In order to verify the reliability of estimates, as a basic rule, estimates from publishers must be issued for the same number of copies under the same conditions, except for some special cases.
- (5) The application form shall not exceed four pages in Japanese/English. Modification to the form is not permitted.
- (6) The application form will be photocopied and printed in black and white for the screening.
- (7) If you are found not to meet the eligibility criteria after the receipt of application materials, your application materials will not be screened and will be discarded.
- (8) If you are a recipient of a JSPS Research Fellowship for Young Scientists or any other scholarship and want to find out if you are eligible to receive this grant, please contact the RARA Office (Grant Program for Publication of Doctoral Dissertation supervisor).
- (9) To create your Research Achievements Report, download the form from the website of the Graduate Student Career Path Support Center, or print out your Research Achievements Report by logging into Ri-SEARCH. However, if you have already graduated and want to use Ri-SEARCH, you must submit an application for the extension of use in advance. Check the procedures on the website below. Please note that it will take about two weeks from application until you can access the system.

Ritsumeikan University Graduate Student Career Path Support Center website “Ri-SEARCH”

5. Announcement of Results

Applicants will be notified of the selection results in writing in late September, 2025. If you would like to receive this grant, you must submit the documents below.

(1) Pledge Statement

Upon receipt of the signed Pledge Statement, successful applicants will be formally recognized as grant recipients. If a signed Pledge Statement is not submitted, grants will not be disbursed.

(2) Copy of the contract with the publisher

6. Payment of Publication Subsidies

(1) Procedures for publication

As soon as you receive invoice from the publishing company, submit the invoice (in applicant's name) and the "Bank Account Information" to the RARA Office. After checking the submitted materials and confirming that the requirements are met and doctoral dissertation is submitted to the publisher, payment will be made to the bank account designated by the applicant (in applicant's name only) in about two months after the date of receipt* of said materials.

* Date of receipt means the date on which all required materials are submitted to the University without any missing information.

(2) Procedures after publication

After publication of the doctoral dissertation, submit five copies of the published book, the receipt (in applicant's name) and the "Publication Completion Report" to the RARA Office by October 20, 2026. In case the amount paid is higher than the amount written on the receipt, you must refund the difference. Moreover, if all necessary procedures cannot be completed by the deadline, the entire amount of the grant you received must be refunded.

7. Obligations of Grant Recipients

- (1) Grant recipients shall be solely responsible for all works and activities outsourced to the publisher that will publish their doctoral dissertations.
- (2) Grant recipients shall clearly state in the foreword or afterword of the published book that "This book was published with support from the Ritsumeikan University Graduate School Grant for Publication of Doctoral Dissertation".
- (3) Grant recipients shall publish their doctoral dissertations by the end of the grant period (September 25, 2026) and complete the procedures for receiving the grant payment by the end of the period for completing grant payment procedures (October 20, 2026).
- (4) Upon completion of publication, grant recipients shall submit five copies of the published book to the University for its records and for use in the library collection. (The published book will be made available to read in the libraries and other facilities.)
- (5) This grant may be subject to tax under the Income Tax Act. Grant recipients are responsible for performing all tax procedures where required by law. For more information, contact your nearest Tax Office.

8. Cancellation of Grant

The grant will be cancelled if any of the following apply:

- (1) Grant recipients could not publish their doctoral dissertations within the grant period, or it was found that there was no prospect of publishing their doctoral dissertations.
- (2) Grant recipients' dissertations submitted for doctoral degree conferral were not approved and doctoral degrees were not awarded.
- (3) It was found that the recipients had made false statements on their application materials, evidence, or other documents submitted, or any other wrongful acts were discovered.
- (4) Grant recipients did not perform the necessary procedures stated in the application guidelines.
- (5) Plagiarism, scientific misconduct, etc. was detected in the grant recipients' doctoral dissertations.
- (6) In cases other than those listed above where the Dean of the Division of Research determined that offering a grant for the publication of the doctoral dissertation is inappropriate.

9. Handling of Application Forms and Personal Information

- (1) Application forms and other submitted documents will be used only for the purpose of screening and will not be returned.
- (2) Personal information obtained from applications and other submitted materials will not be used for any purposes other than screening for this grant, duties related to screening, and duties related to payment procedures.

10. Submission of Application Materials

- (1) Since you cannot reapply after submitting your application via the online form, you should check your application documents carefully before applying. If you have any questions, contact the RARA Office (Grant Program for Publication of Doctoral Dissertation supervisor) well in advance of the deadline.

(2) Submissions by mail or e-mail are not accepted.

(Note: If “Eligibility Criteria 2” applies to your case, email the RARA Office in advance by no later than Friday, June 27, 2025.)

<Application Form>

11. Supplementary notes

(1) Before publishing, you are allowed to make partial additions and edits to your doctoral dissertation; however, additions or revisions that would result in the content or length of the published book becoming different from the doctoral dissertation are not permitted. Also, once you are selected as a recipient of this grant, the publisher will need to begin the typesetting and proofreading processes immediately, so you are advised to complete any additions, edits, and adjustments to the length of the text at least six months in advance of the publication date. Please keep in mind that if you make additions, edits, or re-organization within six months, there is a high possibility that publication will be delayed and you will not be able to publish your doctoral dissertation by the end of the grant period. Please perform these tasks in a well-planned manner because the grant will be cancelled if you cannot publish your book within the grant period.

(2) If you plan to publish using print-on-demand publishing (POD)*, be sure to include in your "Application Form" the reasons other than the cost of publication, such as what you can expect to gain in terms of your research and field and how it will contribute to your future career.

(*POD: Roughly speaking, the publisher prints and binds the books and delivers them to the purchaser after receiving an order from them. For this grant program, it is assumed that the publisher has obtained the ISBN publisher code, regardless of whether the publication format is POD.)

12. Inquiries

Grant Program for Publication of Doctoral Dissertation Supervisor

RARA Office, Division of Research, Ritsumeikan University

1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520, Japan

Tel: 075-813-8560

E-mail: g-schol2@st.ritsumei.ac.jp

Note: If you send us an inquiry by email, please use the subject line “Inquiry about the Grant Program for Publication of Doctoral Dissertation.”

Attention all graduate students:

(This is a note about complying with research ethics and applying to the Ethics Review Committee. The following is not a condition for applying for this grant.)

The ethics and basic responsibilities that all individuals involved in research activities at the University should be aware of are clearly stipulated in the Ritsumeikan University Research Ethics Guidelines and the Ritsumeikan University Extramural Exchange Ethics Criteria. In addition, for research on human subjects and animals, we have established the Ethics Review Committee to provide advice on ethical considerations in the conduct of research and to review research plans.

We hope that you will develop an understanding of the University's approach to and initiatives pertaining to research ethics and actively incorporate these in your own research activities. For more information, please refer to the Research Ethics Handbook or the website of the Division of Research listed below.

Ritsumeikan University Division of Research website [<http://www.ritsumei.ac.jp/research/approach/ethics/>]