

# AY2026 Ritsumeikan University Graduate School

## Research Grant for Doctoral Students Application Guidelines

### 1. Purpose and Character of Research Grant for Doctoral Students

The purpose of this grant is to reduce the financial burden for the realization of outstanding research plans by outstanding students in the doctoral programs (Doctoral Program, Year 3 or above of an Integrated Doctoral Program, 4-Year Doctoral Program), and to promote research activities that contribute to the completion of their doctoral dissertations as early as possible, thereby supporting the completion of their doctoral programs within the standard period of study.

### 2. Application Details

Research activities eligible for the grant	<p>Research activities related to doctoral dissertations that are conducted during the grant period and that further research activities and dissemination of research results will be enhanced by this grant. (Assuming research activities, fieldwork surveys and interviews conducted at research institutes in and out of Japan, materials collection at libraries, participation and presentation at international conferences, etc.)</p> <p><b>[The following activities are NOT covered:]</b></p> <ul style="list-style-type: none"> <li>·Activities dealing with research topics unrelated to doctoral dissertations</li> <li>·Activities for the sole purpose of self-improvement and self-development (such as tuition for language training and certification courses etc.)</li> <li>·Paid research activities (including paid internships and part-time job)</li> <li>·Activities for which the applicant receives scholarships and research grants from other organizations and for which the applicant does not have to bear any cost</li> </ul>				
Period covered by the grant	Spring semester application: Research activities to be conducted from April 1, 2026 to March 31, 2027				
	Fall semester application: Research activities to be conducted from September 26, 2026 to March 31, 2027				
Grant amount	One of three grant categories: 100,000 yen, 300,000 yen, or 500,000 yen per case Select and apply for the amount necessary to realize the research plan. As a result of the review, the application amount may be reduced and selected.				
Subsidized expenses	<p>At the time of application, the applicant is required to submit a Budget Execution Plan that summarizes how the grant will be executed in order to realize the research plan. At this time, there are four expenses that can be included as execution expenses: (1) Goods Expenses, (2) Honorarium, (3) Travel Expenses and (4) Others. For details, please see the references attached. The grant cannot be used for personal living expenses or food and beverage expenses(*).</p> <p>*If the research subject is related to food or nutrition, and the applicant intends to include food and beverage expenses in the execution expenses for research purposes, the applicant will be asked to submit a separate statement of reasons. This case may be approved after reviewing the appropriateness of research purposes and expenses.</p>				
Number of recipients	The number of successful applications will be determined within the AY 2026 budget for this research grant.				
	<b>[(Reference) AY2025 selection results]</b>				
	Application period	100,000 yen	300,000 yen	500,000 yen	Total
	Spring semester	0	2	43	45
	Fall semester	0	3	18	21
Total	0	5	61	66	
Eligibility to apply	Those who are officially enrolled in either a Doctoral Program, Year 3 or above of an Integrated Doctoral Program, or 4-Year Doctoral Program.				

	<p><b>[The following are excluded from the applicants:]</b></p> <p>① Those who are on leave of absence at the time of application. *In case the recipient takes a leave of absence while receiving this grant, the eligibility may be revoked.</p> <p>② Those who have been selected as a recipient of this grant three times or more while being enrolled (four times or more for students in the 4-year doctoral program).</p>
Limit of receiving this grant	<p>The applicant can receive this grant only one time during the same academic year. Maximum number of receiving this grant while being enrolled is three times (four times for 4-year doctoral program).</p>
Obligations of Recipients	<p>(1) Submission of certificate of attendance and pledge statement Recipients are required to participate in the e-Learning Course on Research Ethics [eL CoRE] by JSPS (Japan Society for the Promotion of Science) and the Compliance Education, and submit the certificate of attendance and the Pledge in Public Research Funding.</p> <p>(2) Carry out planned research plans and execute expenses properly. Regarding expenses incurred through this grant, recipients will be required to submit a Financial Statement upon completion of the research activities, and <u>expenses will be confirmed based on the Financial Statement. Recipients are required to keep the necessary evidences for one year after selection, and to submit them to the University as necessary.</u> In case a false declaration or unauthorized use of expenses are found, recipients are required to refund the grant and will be punished in accordance with the Ritsumeikan University Student Disciplinary Regulations depending on the content.</p> <p>(3) Submission of Research Report and Financial Statement Recipients are required to submit a Research Report and Financial Statement within one month after completion of the planned research activities. The research progress and the appropriateness of spending expenses are confirmed according to the submitted documents, and an interview may be conducted depending on the situation. If recipients do not submit a Research Report and Financial Statement by the submission deadline at the end of the academic year, be aware that their selection may be revoked or they may receive penalty points when they apply for this program in the next academic year. Regarding the presentation of research results, recipients may be requested to present at research presentation events conducted by the Graduate Student Career Path Support Center.</p> <p>(4) Return of the Grant If the final spent amount is less than the amount of the grant awarded, the difference shall be returned to the University. In addition, if recipients do not engage in research activities or cancel the activities after being selected, the full amount of the grant awarded or the unspent amount shall be returned to the University.</p>

### 3. Application Period and Application Method

Spring semester application: 9:00, Monday, May 11, 2026 to 17: 00, Friday, May 15, 2026

Fall semester application: 9:00, Monday, October 12, 2026 to 17: 00, Friday, October 16, 2026

Please select and apply for the grant amount needed to realize the research plan. Application category cannot be changed after submission. Read “4. Points to note when applying” carefully, and prepare all the documents to be submitted 1-5 specified below. Applicants need to combine all documents in order and submit it as ONE PDF file from the following URL.

\*Please check for deficiencies by referring to the “Submission Checklist for Application Documents” prior to submission. In case any deficiency is found out after submission, points will be deducted at the document screening.

Submission URL: <https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20230323144017460410644>

\*In case the applicant wishes to submit the documents by post due to unavoidable circumstances, please contact the RARA office by email in advance. The complete set of documents must be sent using a tracking service and arrive by the deadline.

## Documents to be submitted

1	AY2026 Research Grant for Doctoral Students Application Form (Form 1) (including recommended comments by the applicant's academic supervisor) *Download the format from moodle+R Graduate Student Career Path Support Center course. *The signature or seal of the academic supervisor OR a copy of an email etc. indicating the supervisor's confirmation must be submitted together with the application form.
2	Research Achievements Report*
3	Budget Execution Plan (Form 2)
4	Check Sheet for "Ethical Review of Research Involving Human Subjects at Ritsumeikan University" (Submission required including those who are not subject to the review.)
5	*For applicants who are subject to "Ethical Review of Research Involving Human Subjects at Ritsumeikan University" · If the review is completed, also submit the notification of examination results, permission to start research, etc. · If the application is under review, specify that on the Application Form (Form 1).
6	(Only for applicable person) Statement of Reasons for Spending/Description related to Food/Ingredients and Food Expenses (Form 3) * See the section of subsidized expenses in 2. Application Details

\*How to export the Research Achievements Report:

Log in to the following URL with a Rainbow ID, click "Proceed to Edit" and export the file from the "Research Achievements Report".

[Ri-SEARCH: Ritsumeikan University Search Engine of Academic Record and Career History of Young Researchers]

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

Notes on preparing application documents:

- The font size must be 10.5 points.
- Do not change the application format. All items should be written within the specified area.
- The application documents must consist of 6 pages. Penalty points apply for documents with 7 pages or more.
- Be sure to check whether the total amount written on the Budget Execution Plan (Form 2) exceeds the Expected Grant Amount.

## 4. Points to note when applying

- ① Get the signature or personal seal, and recommendation comments from the academic supervisor when applying.  
\*A copy of an email can be accepted as documentary evidence if signature/seal cannot be obtained.
- ② Make the application form understandable to the judges who may not necessarily be experts or not have previous knowledge of the applicant's field.

### ③ Acceptance of Research Ethics Review

Be sure to consider in advance the appropriate countermeasures and approaches if the applicant's research includes research activities that require 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. (Examples: studies, investigations or experiments that require approval procedures at the information committee inside and outside of the research organization or the Ethics Review Committee, 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 experiment, and experiments on animals etc.) In case the review of the below Ethics Review Committee is necessary, the applicant must apply for the review before conducting research activities. Since it takes approximately two months to get the result of the review after applying, applications must be prepared in a planned manner.

(Applications for Ethics Review Committee for Research Involving Human Subjects)

<http://www.ritsumei.ac.jp/research/approach/ethics/mankind/> \*Japanese only

(Applications for Ethics Review Committee for Medical and Health Research Involving Human Subjects)

<http://www.ritsumei.ac.jp/research/approach/ethics/iryo/> \*Japanese only

(Applications for Ethics for Research Involving Animals)

<http://www.ritsumei.ac.jp/research/approach/ethics/animal/> \*Japanese only

- ④ If the applicant's academic status has changed or the applicant plans to change it during the application and grant period, notify of the change to the RARA office as soon as possible, as the qualification as a recipient may be withdrawn or reimbursement of the grant may be necessary.

## 5. About the Review

### (1) The Review Committee

- ① The Research Grant for Doctoral Students Review Committee will be formed and the committee members will review the documents based on the review criteria.
- ② After the selection process by the Research Grant for Doctoral Students Review Committee, the Director of the Graduate Student Career Path Support Center will decide the successful applicants.

### (2) Criteria for review

#### ① Relationship between research objectives, plans and doctoral dissertations

Evaluate the clarity of research objectives, the concreteness of research plans and originality of the research. Evaluate the extent to which research activities supported by this research grant can be effectively utilized for the completion of doctoral dissertations, taking into account their relevance to the "Overview of Research Plan related to your doctoral dissertation" indicated in the Research Plan of Form 1.

#### ② Preparation progress and validity of execution plans for research activities that utilize the research grant

The feasibility of research activities is evaluated by referring to the specifics of the research plan and the preparation status such as the status of negotiations with visiting research institutions. With regard to the Budget Execution Plan, the purpose and content of the grant execution during the applicable period are confirmed, and the relationship between research plan and Budget Execution Plan, validity of the expense items and the appropriateness of the amount are assessed.

#### ③ Research achievements

Evaluate research achievements based on the "Research Achievement Report". The "Year Level" of the applicant will be taken into account in the evaluation.

#### ④ (Only for applicable person) Status of Research Ethics Review

If the content of a research requires a Research Ethics Review, the status of the Research Ethics Review is also taken into account in the evaluation. If the research has not been reviewed, its selection is withheld or rejected.

#### ⑤ Prospect of completion within the standard period of study

#### ⑥ (For those who have been selected before) Research results at the time of selection

Evaluate Research Report(s) at the time of past selection. Failure to comply with the recipient's obligations, such as failure to submit Research Reports (late submission or not submitted), will result in rejection or a deduction.

## 6. Notification of review results

After the application period ends, the applications will be reviewed by the Review Committee and the acceptance or rejection will be notified by RITSUMEIKAN STUDENT PORTAL(RSP).

Applicants who wish to receive this grant must submit the following documents. The official decision shall be made after the submission of the necessary documents. No grant shall be paid if there is no submission.

- (1) JSPS e-Learning Course on Research Ethics【eL CoRE】Course Certificate (hereinafter referred to as "Certificate")
- (2) Compliance Education Comprehension Check and Pledge Statement (hereinafter referred to as "Statement")

## 7. Overall schedule

May 11, 2026 to May 15 2026	Spring Semester Application Period
Late May to late June, 2026	Review by the review committee (for Spring Semester applications)
Early July, 2026	Results are sent through RITSUMEIKAN STUDENT PORTAL(RSP)
Mid-July, 2026	Submission of the Certificate and Statement <u>*If the documents are not submitted by the deadline, this research grant will not be paid.</u>
Mid-August, 2026	The research grant is paid

October 12, 2026 to October 16, 2026	Fall Semester Application period
Late November, 2026	Review by the review committee (for Fall Semester applications)
Early December, 2026	Results are sent through RITSUMEIKAN STUDENT PORTAL(RSP)
Mid-December, 2026	Submission of the Certificate and Statement <u>*If the documents are not submitted by the deadline, this research grant will not be paid.</u>
Late January, 2027	The research grant is paid
March 12, 2027	Submission deadline of Research Report and Financial Statement

## 8. Others

(1) Receiving the grant simultaneously with the JSPS Research Fellowship for Young Scientists and RARA Student Fellowship

When a student who is a fellow of the JSPS Research Fellowship for Young Scientists or RARA Student Fellowship wishes to apply for this grant, though this program will not prevent the applicant from receiving both research grants, the applicant must state in the application the reason for receiving both grants and their respective use. The appropriateness and validity of this content will be included in the review. Be sure to manage the budget execution so that there is no surplus of research grants for the relevant year.

(2) Applications from those who have exceeded the standard period of study

Those who have exceeded the standard period of study can also apply. However, when there are a large number of applicants, students who are in the standard period of study may be prioritized.

(3) Conduct reassessment based on the Research Report

Review will be conducted again to evaluate the recipients' activities based on the research report. If expenses are not executed appropriately or research activities are not conducted, applications submitted the following year onwards may be subject to penalty points and rejection.

## 9. Handling of applications and personal information

(1) Submitted documents such as applications are used for review only. Submitted documents are not returned.

(2) Personal information obtained through applications, etc., will not be used for purposes other than the review.

## 10. Inquiries

PIC of Research Grant for Doctoral Students, RARA Office

E-mail: [g-schol2@st.ritsumei.ac.jp](mailto:g-schol2@st.ritsumei.ac.jp)

## References

### 1. Expense Items That Can Be Included in the Budget Execution Plan

The "[Research Fund Spending Guidebook](#)" of the University applies accordingly to expense items that can be executed by the grant and execution standards.

The execution plan can include the expenses necessary for the recipient's research, which fall under ① through ④ listed in the table below. It should be noted that, of course, this grant cannot be used for personal living expenses or food and beverage expenses.

Expense items	Overview and Expenditure Examples	Notes for Execution
① Goods Expenses	Expenses for purchasing goods necessary to conduct research ① Books and magazines, materials, dictionaries, etc. ② Stationery, laboratory tools and materials ③ Various software (including license fees), etc.	
② Honorarium	1)Reward/Honorarium based on deliverables 2)Reward/Honorarium for lectures, professional guidance/advice, etc. 3)Reward/Honorarium for participants in medical research, Reward/Honorarium for questionnaires/interviews	Honorarium for lectures cannot be paid to students, Master's Research Students and Doctoral Research Students of the University, and students of other universities.
③ Travel Expenses	Expenses for domestic and international travel (Collecting data, conducting various surveys, research meetings, presenting research results, etc.) *The daily allowance must be calculated according to the <a href="#">Research Fund Spending Guidebook</a> .	Travel expenses are calculated in accordance with the "Ritsumeikan Travel Expense Regulations".
⑤ Others	Other expenses required to conduct research: Printing expenses, communication expenses (stamps, etc.), contracting services for interpretation, translation, proofreading, questionnaires, surveys, etc., expenses for printing and binding of materials, annual fees for academic conferences, expenses for presenting research results (Fees for conference participation, paper proofreading and journal submission)	Expenses of confectioneries/drinks or gifts are excluded.

\*For items that are objectively difficult to understand as being used for research purposes, please attach a detailed "Statement of reasons" (free form). For execution matters that are difficult to objectively determine, please contact the RARA office. Please note that the RARA office may also ask the purpose of use and request to submit a "Statement of reasons"

\*Lecturer category and the amount of honorarium

Postdoctoral fellows outside the University, faculty members of the University, etc.: 10,000 yen

Faculty members of other universities, corporate supervisors, etc.: 30,000 yen

University presidents, vice presidents, deans, corporate executives, etc.: 50,000 yen

(In addition to the above amount, the amount equivalent to withholding tax will be added at payment.)

### **2. If the research subject is food or nutrition, and the applicant intends to include food and beverage expenses in the execution expenses for research purposes**

Applicants are requested to submit a statement of reasons (free form) separately. The statement of reasons should be submitted with the approval of the academic supervisor under joint signatures, stating the purpose for which food and beverage expenses will be used and details of the breakdown. The appropriateness of research purposes and

expenses may be approved after review.

### **3. Examples of activities supported by the research grant**

- Fees for transportation, accommodation, purchasing related books and other relevant fees that are required to collect documents and data at the National Diet Library etc.
- Fees for transportation, accommodation and purchasing necessary equipment to conduct field and interview surveys in and out of Japan
- Attendance at international conferences, symposiums, etc.
- Fees for transportation, accommodation and purchasing related books to visit research institutes in and out of Japan, attend research meetings and conduct joint research
- Expenses incurred in requesting a survey to a survey research company