Application Guidelines for AY 2020 Toyo University Grant for Graduate Research Presentation

If you wish to apply for the grant, please follow the procedures below and submit your entries by the due dates.

I. Grant for academic conference presentation

Overview
A specified amount of grant money is provided for graduate students who have, with due formality, presented findings from their individual or collaborative research at academic research conferences (conventions, workshops, symposiums, etc.) hosted by academic societies inside and outside Japan.

* In case of collaborative research, only first authors are eligible to submit entries.

Eligible individuals
Regular graduate students (excluding those who are on a leave of absence)

Eligible academic research conferences
1) Cooperative science and research bodies of the Science Council of Japan
2) Nationwide academic societies in Japan that are equivalent to the organizations described in 1) and have been approved by the committee of the graduate school to which the applicant belongs and by the committee of graduate school deans
3) Overseas academic societies that are equivalent to the organizations described in 1) and have been approved by the committee of the graduate school to which the applicant belongs and by the committee of graduate school deans

* To determine the eligibility of each academic society in connection with 2) and 3), each graduate school committee and each committee of graduate school deans will deliberate after entries are received.

Amount of grant
① Presentations at conferences in Japan

Distance from the applicant’s home campus to the venue of the academic research conference | Amount of grant
--- | ---
Less than 100 km | 20,000 yen uniformly
Hokkaido, Shikoku, Kyushu and Okinawa | 60,000 yen uniformly
Other than the above | 40,000 yen uniformly

② Presentations at conferences abroad

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<tr>
<th>Category of region</th>
<th>Eligible region</th>
<th>Amount of grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td>East Asia China, Taiwan and South Korea</td>
<td>100,000 yen uniformly</td>
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<tr>
<td></td>
<td>Southeast Asia Indonesia, Cambodia, Singapore, Thailand, Philippines, Brunei, Vietnam, Malaysia, Myanmar, Laos and East Timor</td>
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<tr>
<td>Category B</td>
<td>Regions other than Category A regions Regions other than designated in Category A regions</td>
<td>200,000 yen uniformly</td>
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* Before departing Japan, you should register “Tabi-Regi” (Ministry of Foreign Affairs of Japan’s Overseas Travel Registration for short term stay). This enables ①the diplomatic missions overseas to provide registered individuals with safety information in Japanese, ②and also to confirm their safety at critical moments.
II. Grant for research paper publication

Overview
A specified amount of grant money is provided for graduate students who have, with due formality, submitted their papers to peer-reviewed academic journals, academic society journals or research paper journals as first authors (in principle) and had their papers published in such journals.

Eligible individuals
Regular graduate students (excluding those who are on a leave of absence)

Eligible academic journals or the like
To be eligible for this grant, applicants must submit their papers to academic journals or the like as described below in 1) to 3) and their papers must be accepted for publication while they are regular graduate students. However, even if another academic year begins while the applicants wait for acceptance of their papers for publication after submitting them, they are eligible for this grant as long as they are regular graduate students in that year. Moreover, even if the papers are published after the applicants complete their degree programs, they are eligible for this grant as long as their papers are accepted for publication in academic journals or the like while they are regular graduate students. However, papers submitted while the applicants are on a leave of absence are ineligible.
1) Peer-reviewed academic society journals
2) Peer-reviewed research paper journals
3) Peer-reviewed academic journals
* To determine the eligibility of the journals as described in 1) to 3), each graduate school committee and each committee of graduate school deans will deliberate after entries are received.
* Bulletins of universities and graduate schools, including Toyo University and its graduate schools, are ineligible even if they are peer-reviewed.

Amount of grant

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Amount of grant</th>
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<tbody>
<tr>
<td>If the paper is published on a Scopus-registered refereed academic society journal, etc.</td>
<td>100,000 yen uniformly</td>
</tr>
<tr>
<td>If the paper is published on a non-Scopus-registered refereed academic society journal, etc.</td>
<td>50,000 yen uniformly</td>
</tr>
<tr>
<td>If the paper has received an award, such as an academic society award</td>
<td>100,000 yen uniformly in addition to the above</td>
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</table>

III. Common rules for both grants

Eligible period
This grant covers the academic conferences held during an academic year from April 1 to March 31 for academic conference presentation. For research paper publication this grant is provided in cases where it is decided during an academic year from April 1 to March 31 that the submitted papers are to be published in journals. However, for applicants who complete their degree programs in September, from April 1 to the end of September will be the eligible period. * If a session of a conference extends into following academic year, you submit an entry according to the day of presentation.

Maximum number of times the applicant can receive a grant
Master’s program students: Twice per academic year for both grants I and II
Doctoral program students: Three times per academic year for both grants I and II
However, this limit does not apply for grants for the research paper publication in journals contained in Scopus. Note that an academic year means a year starts on April 1, and ends March 31 for April admission students and starts on October 1, and ends September 30 for Fall admission students.
Application procedures, etc.

1. If you wish to receive these grants, download an Excel sheet for an entry which you can download from the University’s website, enter information listed below, and submit to the chair of the course you belong to through your academic supervisor. You need to go through this entry step to apply for these grants. You can submit a list for academic conference presentations and research paper publication, both past and scheduled in the future.

   * If you present research findings at an academic conference as a member of an organization other than the University, please state your affiliation with both the organization and the University. If you belong to the organization other than the University only, you are ineligible for these grants.

<Information you are required to give your academic supervisor when submitting an entry>  
*Download the designated form for an entry from the University’s website and input required information listed below, and submit to your academic supervisor.

- Grant for academic conference presentation — At the submission of an application form, you are required to attach a copy of an academic conference program, original receipts of travel expenses and other relevant documents.
  1) Your name, student ID number, school year and course
  2) Official name of the academic conference where you will present/have presented your research findings
  3) Duration and venue of the conference in 2)
  4) Whether the organizer of the conference in 2) is an organization registered with the Science Council of Japan
  5) URL/link of the academic society (if applicable)

- Grant for research paper publication — At the submission of an application form, you are required to attach a copy of a note of acceptance for publication and other relevant documents.
  1) Your name, student ID number, school year and course
  2) Official name of the academic journal or the like to which you will submit/have submitted your paper and official name of the publishing organization
  *Please write down ISSN (International Standard Serial Number) of the journal.
  3) (Scheduled) dates (month/date/year) of submission, acceptance and publication

<Entry periods>

1st entry period: Monday, April 6 – Friday, May 15, 2020
2nd entry period: Friday, September 18 – Friday, October 16, 2020

* If you make presentation or your research papers to be published after the entry period, please ask your academic supervisor to consult with Education Affairs Section for Graduate Schools.

* You can submit both the first and second entries. However, please make sure not to submit duplicate entries.
  (e.g.) Correct: Research presentation at Academic Conference A for the 1st entry; Submission of paper to Journal B for the 2nd entry
  Wrong: Research presentation at Academic Conference A for the 1st entry; Research presentation at Academic Conference A for the 2nd entry ← duplicate entries ×

2. After an entry is submitted, the committee of the graduate school to which you belong and the committee of graduate school deans will discuss whether the academic research conference/academic journal or the like is eligible for the grant. If the conference/journal or the like is approved as eligible, you will receive an application form through your academic supervisor.

3. After application forms are submitted, grant disbursements will be processed in order.

If you have any questions, please contact the administration office of your graduate school on campus.

[NOTE] This Application Guidelines is a translation of the Application Guidelines for Toyo University Grant for Graduate Research Presentation in Japanese(2019 年度東洋大学大学院学生研究発表奨励金の申請について). If there are any contradictions between the Japanese and English versions, the Japanese version shall take precedence.