

Research Funding for Temporary Assistant Professors

This research funding is managed according to the Regulations for Research Funding and the Guidelines for the Management of Research Funding. Regarding Research Funding for Temporary Assistant Professor of Foreign Language I, II, please read the below for selected important information, including differences in the amounts of research funding provided.

This research funding is provided for expenses directly related to your general research and teaching activities.

In case of the teaching activities, you can use this funding only for purchasing teaching materials. In addition, please note that expenses for materials used by students are not applicable. This research funding is not regarded as salary; rather, it is Aichi University money. Thus, all items that you purchase with this research funding belong to Aichi University. AMOUNT: 200,000 yen/year. This funding may not be carried over to the next fiscal year. Details are as follows:

CATEGORIES		PURPOSES	REQUIRED DOCUMENTS
1	Domestic Research Trips	Conferences, research, and collection of research materials	Application form (form 5), program *1, receipts (accommodation fee and airfare, etc.)*2, research trip report (form 7)
2	Overseas Research Trips*3	Presenting a paper at a conference	Application form (5), program *1, boarding pass(es), receipts (accommodation fee and airfare, etc.)*2, research trip report (form 7), electronic ticket(s) (e-ticket(s)) and boarding pass(es) when traveling by air
3	Equipment (unit price: from 60,000 yen to 199,999 yen)*4		Statement of delivery, receipts, and catalog from which purchased
4	Books		Receipts
5	Personnel Expenses	Gratitude payment for services provided	Inquire at the Kenkyu-Shienka (Research Support) Office first for information
6	Others*5	Stationery, outsourcing costs, communication costs, conveyance costs, printing costs, annual membership fee and participation charge by academic societies, equipment (unit price: less than 60,000 yen)	Receipts

*1 Submit an application form (form 5), and the program before your departure.

*2 Travel expenses are calculated as follows:

Train fare: by actual route, receipt(s) required

Shinkansen, limited express trains, and express trains are acceptable when travel exceeds 100 kilometers.

Airfare: actual economy rate cost, receipt(s) required

If flights to the destination you wish to go to are cheaper than going by train, you can now fly to any other city in addition to Hokkaido, Kyushu, Okinawa and overseas. Prior to this year, you could only fly to these three cities and overseas. –

Accommodation fee: actual cost, receipt(s) required (accommodations at private residences not refunded)

Domestic: max. 13,000 yen/night Overseas: max. 22,500 yen/night

Daily allowance:

Domestic: 2,500 yen/day (not applicable within Aichi Prefecture)

Overseas: 7,200 yen/day

*3 An overseas trip is permitted only when you present a paper at an overseas conference.

You may use up to one-half of the amount of this research budget for overseas research trip(s). You must receive approval from the dean in your department before arranging an overseas trip. If you want to use more than the maximum amount, you must obtain approval from the Research Committee in advance.

*4 You must consult the Kenkyu-Shienka (Research Support) Office beforehand. When your contract concludes, you must leave all equipment that you purchased with your budget money in your office. If you wish to keep any of the equipment you purchased with budget money, you may buy it at a reduced price based on the depreciation rate at the end of your contract. You should submit an application form and complete the equipment transfer procedure.

Example. In the case of a 100,000 yen PC

① Residual value: $100,000 \times 5\% = 5,000$ yen

② Depreciation costs per year (Depreciation expense per annum)

$(100,000 - 5,000) \div 5 = 19,000$ yen

※The durable period (5 years) will differ depending on the item(s).

Duration of use	Calculation	Purchase amount
1 year	$100,000 \text{ yen} - 19,000 \text{ yen} =$	81,000 yen
2 years	$81,000 \text{ yen} - 19,000 \text{ yen} =$	62,000 yen
3 years	$62,000 \text{ yen} - 19,000 \text{ yen} =$	43,000 yen
4 years	$43,000 \text{ yen} - 19,000 \text{ yen} =$	24,000 yen
5 years	$24,000 \text{ yen} - 19,000 \text{ yen} =$	5,000 yen
6 years or beyond	Residual value	5,000 yen

*5 When you need additional office furniture, inquire to the Kenkyu-Shienka (Research Support) Office first.

A Warning Related to the Use of Research Funding

The following items must NOT be purchased using research funding even for research purposes:

Articles

- ① Gift cards, bookstore prepaid cards, Quo card, etc. (except prepaid cards for making photocopies)
- ② Items to which the name of the individual user has been added (such as engravings, printing, or other methods)
- ③ Newspapers (common newspapers) and newspapers delivered to one's home
- ④ Items that are not clearly defined as those for research
 【Examples】 New year's cards, personal day planners, smartphones, cell phones
- ⑤ Items and equipment costing 60,000 yen or more during the final fiscal year of employment

Other

- ⑥ Gifts and presents (*Payments using gift cards, bookstore prepaid cards, Quo cards for gratuity are permitted)
- ⑦ Reception fees, food and drink expenses at academic conferences and similar occasions
- ⑧ Publication expenses (except the Aichi University Publication Subsidy)
- ⑨ Purchases of commercially published publications (including gift copies) and textbooks that you have written
- ⑩ Expenses related to earnings for academic degrees or credentials, licenses, prize etc.
- ⑪ Insurance not legally required, such as travel insurance for most countries, insurance against loss and damage, and others
- ⑫ SIM cards and devices which include data communication fees, such as Wifi mobile routers
 (*Your research budget may be used for purchasing and renting SIM cards and renting devices relating to data communication during a research trip.)
 (*Competitive external funds, such as Grants-in-Aid for Scientific Research, can be used to purchase SIM cards and devices which include data communication fees, such as Wifi mobile routers.)

Payment Method(s):

- ⑬ Cash vouchers, collecting points such as cyber/electronic money and similar money
- ⑭ Items purchased on installment
- ⑮ Payment by credit card under another person's name

Items purchased that are generally unacceptable will be judged by a statement of reason (explanation)

- ⑯ More than one purchase of items of the same or similar kind (such as PCs, terminal tablets, or tablet computers, and similar items) during the same fiscal year
- ⑰ More than one purchase of an item that is the same or similar kind of category (such as PCs, terminal tablets, or tablet computers, etc.) within the period of two fiscal years.

How to Apply for Research Funding Reimbursement

Bring required documents to the Kenkyu-Shienka (Research Support) Office, and a monetary transfer will then be made into your bank account.

The last days on which you may submit receipts and documents are listed below. Receipts and documents will not be accepted after these respective due dates.

	The first period					
Issue dates	April	May	June	July	August	September
Submission due dates	July 31	August 31	September 30	October 31	November 30	December 31

	The second period			The third period		
Issue dates	October	November	December	January	February	March
Submission due dates	January 31			March 10		

Research trips scheduled for March will be treated differently.

- You must submit an application by March 10th for a research trip scheduled after March 11th.
- After you return from a research trip after March 11th, you are expected to submit all receipts and documents from that research trip within three working days.
- In principle, the last day for submission of all receipts and documents from March research trips is March 24th.

You may submit receipts and documents to the Kenkyu-Shienka (Research Support) Office only during our regular office hours, 9:00am to 5:00pm

If a due date for submitting receipts and documents falls when the Kenkyu-Shienka (Research Support) Office is closed, such as a holiday or a Sunday, please submit all receipts and documents no later than the next working day.