

## Research Funding for Temporary Assistant Professors (*Shokutaku Jokyo*)

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 Professors (*Shokutaku Jokyo*), please read the below for selected important information, including differences in the amounts of research funding provided.

This research funding is not considered salary; it is provided by Aichi University. Accordingly, all items purchased with these funds are the property of Aichi University. It is limited to items that are recognized as directly necessary for an individual's routine research activities in their own field of specialization. Additionally, if certain conditions are met, it may also be used for some educational activities that apply or extend the research. In addition, please note that expenses for materials used by students are not applicable. 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	*See reference 1.
2	Overseas Research Trips*2	Presenting a paper at a conference*2	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)*3		Statement of delivery, receipts, and catalog from which purchased
4	Personnel Expenses	Gratitude payment for services provided	Inquire at the Kenkyu-Shienka (Research Support) Office first for information
5	Others*4	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 Travel expenses are calculated as follows:

As a general rule, the payment will be calculated based on the most economical route from the point of departure to the destination. In the case of overnight stay, the transportation fee from the accommodation to the destination will not be covered.

(Documents to submit)

Before the research trip :

- Research Trip Application Form (If the work period is four days or longer, please attach a "Survey Plan" sheet.)

- Conference Program

After the research trip :

- Report of the research trip (designated form)

- Proofs of the research trip if you haven't submitted them before the trip. If the research trip is not a presentation of a conference, you need specific documents; for example, a copy of the e-mail message on the appointment with your joint researcher, some copies of documents you obtained on the research trip. You need to show a proof for each day of your research trip.

- Receipts of transportation expenses

As a general rule, all receipts must be submitted. However, the receipts of the following transportation expenses are not needed.

Short-distance (less than 101 km) train fares (However, a receipt is required for the section of the Aonami Line from Nagoya to Sasashima Live Station.), Bus fares (however, submission is required for long-distance buses)

(e.g.) Destination: The University of Tokyo

Nagoya – Tokyo (JR, *Shinkansen*): The receipt is needed

Tokyo – Hongo 3-chome (Subway): The receipt is NOT needed

※Receipts of super express tickets or seat reservation fees are required.

※Instead of a receipt, you can also submit your usage history from transportation IC cards such as *manaca* or *toica*.

※*Shinkansen* and super express trains are available when traveling 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)

You can include breakfast fee only if it is offered at the hotel you stay.

(Domestic) max. 13,000 yen/night The maximum 15,000 yen only in Tokyo. If it goes above that, submit a report explaining why it costs more than 15,000. If it is approved, you can get up to 3,000 yen extra.

(Overseas) max. 22,500 yen/night

**Daily allowance:**

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

Overseas: 7,200 yen/day

\*2 An overseas trip is permitted only when you present a paper at an overseas conference.

You must receive approval from the dean in your department before arranging an overseas trip.

\*3 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)

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

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

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

\*4 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 cards, etc.( however, these are available for rewards of research: ask the research support center for details.)
- ② Items engraved your name on  
(example) computer tablets or seals with your name engraved
- ③ Newspapers (common newspapers, digital newspaper) 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  
• For details, please refer to “3. Individual Research Funds / 6. Procedures Upon Retirement.”
- ⑥ Things that are usually prepared by university (e.g., desk, chair)  
• You can get (a) book shelf/shelves only if those provided by university is not sufficient.
- ⑦ Materials used at your home.

### **Others**

- ⑧ Gifts and presents
- ⑨ Reception fees, food and drink expenses at academic conferences and similar occasions
- ⑩ Publication expenses  
• except the Aichi University Publication Subsidy.
- ⑪ Purchases of commercially published publications (including gift copies) and textbooks that you have written .  
• If you have no free copy provided by the publisher, you are allowed to purchase only one copy of your self-authored books.
- ⑫ Expenses related to earnings for academic degrees or credentials, licenses, prize etc.
- ⑬ Insurance not legally required, such as travel insurance for most countries, insurance against loss and damage, and others
- ⑭ 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.(As a general rule, connections are limited to equipment purchased with research funds.)  
• 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):

- ⑮ Cash vouchers, collecting points such as cyber/electronic money and similar money

- ⑩ Items purchased on installment
- ⑪ Payment by credit card under another person's name

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

- ⑫ 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
- ⑬ 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 10<sup>th</sup> for a research trip scheduled after March 11<sup>th</sup>.
- After you return from a research trip after March 11<sup>th</sup>, 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 25<sup>th</sup>.

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.