

2019 Application Guidelines for SOKENDAI Publication Grant for Research Papers**1. Objectives**

These guidelines specify application requirements for a publication grant for research papers funded by SOKENDAI.

The grant aims to promote SOKENDAI students doctoral research and to publish their results domestically and internationally.

2. Eligibility

(1) SOKENDAI students (applicants must be regular students; students on leaves of absence at the time of application are not eligible) who are the first authors of the papers satisfying the qualification in Section 4.

(2) Faculty members of SOKENDAI, who are included as co-authors of the research papers which were submitted for publication by SOKENDAI students.

3. Application Period

Applications will be accepted from April 1, 2019 to March 31, 2020. All application documents should be submitted by the end of the period.

(* Regardless of the above period, the application may be closed when the subsidy amount reaches the limit of the budget).

4. Qualifications for Submission

(1) Papers written by sole or joint authors who are eligible as specified in Section 2 in these guidelines, and that are submitted to highly-regarded academic and scholarly journals in Japan or overseas during the period of the grant specified in Section 3, and that have been just published, accepted for publication or in press.

(2) Papers accepted for publication or in press, and that contain an acknowledgment, which indicates that the research has been financially supported by SOKENDAI, as described in these guidelines (*1).

If the papers are in the printing/editing stage, so that it is impossible to indicate “acknowledgement” at that time, it will be granted with the following condition (3).

(3) Eligible applicants who are described in these guidelines (*2) should indicate their affiliations as one of the schools and departments of SOKENDAI whether they are first author or not.

(*1) Examples of acknowledgements

This work was supported in part by **The Graduate University for Advanced Studies, SOKENDAI.**

(*2) Example of authors' affiliation

¹Department of Genetics, **The Graduate University for Advanced Studies SOKENDAI**, Mishima, 411-8540 Japan.

²Division of Population Genetics, National Institute of Genetics, Mishima, 411-8540 Japan.

※All authors who are SOKENDAI students or faculty members MUST show their affiliation to SOKENDAI. Papers that do not contain the official name of the University “The Graduate University for Advanced Studies, SOKENDAI” are not accepted.

(4) A grant will not be awarded for a paper which has already received a similar grant from SOKENDAI or other institutions.

5. Grant Amount and Exceptions

The grant amount is up to a maximum of ¥100,000 per application, which is to cover expenses incurred by the submission and publication in whole or part. Only one application per paper is permissible.

6. Expenses Covered by the Grant

- (1) Article processing fee
- (2) Color printing fee
- (3) Reprint fee
- (4) Charge for open access (Article processing charge)
- (5) English proofreading cost
- (6) Expenses pertaining to licensing of photographs, images, stored products etc. owned by third parties.
- (7) Expenses admitted by the Director of the Center for Educational Development, SOKENDAI (see Section 9).

Notes: The purpose for supporting (5) and (6) is to promote the publication of the research papers in the field of Cultural and Social Studies, therefore the expenses (5) and (6) will only be supported for the students of the School of Cultural and Social Studies.

7. Payment

There are three options to pay the expenses, and the required documents are listed below.

(1) Direct payment to the publisher from the University

- Invoice from the publisher

*If a grant application is made for publishing expenses exceeding ¥100,000, the expenses must be adjusted so that the total on the application does not exceed ¥100,000.

(2) Advanced payment by Students or Faculty members

- Reimbursement Request form
- Invoice, Receipt, or document to prove the amount of the expense

*Awardees of the JSPS fellowship for young researchers (DC) are excluded from being a reimbursement claimant, due to incompatible issues with the JSPS rules and regulations regarding the grant acceptance.

(3) Advanced payment by the Institutions which the authors belong to.

- Reimbursement Request form prepared by the organization of the institution to where the author belongs.

8. Special Provisions for Graduates

Graduates of a doctor's degree whose research paper was submitted to a scholarly/academic journal while in SOKENDAI, or within one year of their graduation, and has been accepted or published after graduation are eligible to apply.

In this case, the above Section 2 of these guidelines apply, with "students" replaced by "graduates" in its clause. The research paper should contain the acknowledgment that it is based on research outcomes while at SOKENDAI, and the affiliation of a graduate author should be designated as one of the school and department of SOKENDAI to which he/she belonged.

9. Reports

All students who have received a SOKENDAI Publication grant for research papers are to submit a brief description of their research papers **within one month** upon publication. Detailed information is available in “The Submission Guidelines for “Brief Description of Your Research”.

10. Additional Notes

In addition to the above-mentioned Sections, other necessary matters will be decided by the Director of the Center for Educational Development, SOKENDAI.

11. Application Procedures

(1) Application documents

1. Grant application for publication expenses for academic and scholarly journals
(Application Form specified by SOKENDAI)
2. Guidelines of submission and publication of the journals (or equivalent documents)
3. Documents or descriptions that present the level of the journals
4. Receipts of submission, publication, and print expenses for the paper during the grant application specified in Section 3. Payment through SOKENDAI requires the applicant’s invoice (a request for transfer), estimate, and completion report (* In this case, these documents shall be submitted to SOKENDAI at least one month before the due date). Advanced payment and submission of the Reimbursement Request form is required in order to apply for English proofreading costs.
5. A separate print of the issue of the academic or scholarly journal in which the paper appears. (A copy is acceptable. If the journal has not yet printed at the time of grant application, the issue must be submitted promptly when printed).

(2) Office for submission of applications

Academic Affairs Section, The Graduate University for Advanced Studies, SOKENDAI

Tel: 046-858-1647/1531

Fax: 046-858-1632

E-mail: gshien@ml.soken.ac.jp