

## Research Funding for Temporary Assistant Professor of Foreign Language

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 see below for selected important information, including differences in the amounts of research funding provided.

This research funding is provided for your research activities. You may not use this research funding for teaching materials and for guiding/teaching students. 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 (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 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

Flights to Hokkaido, Kyushu, Okinawa, and overseas only are acceptable (Please see \*3).

Accommodation fee: actual cost, receipt(s) required (Accommodation at private residences excluded)

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 a conference abroad.

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

\*4 You must consult the Kenkyu-Shienka Office beforehand. When your contract concludes, you must leave purchased equipment in your office. If you wish to keep the equipment, you may purchase it at a reduced price based on depreciation at the end of your contract. You should submit an application and complete the equipment transfer procedure.

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

① Residual value  $100,000 \times 5\% = 5,000\text{yen}$

② Depreciation costs per year ( Depreciation expense per annum)

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

※The durable period (5 years) is different depending on articles.

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

\*5 When you need additional office furniture, inquire at the Kenkyu-Shienka Office first.

## A Warning Relating to the Use of Research Funding

Items below 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 through engraving, printing, or other methods)
- ③ Newspapers (common newspapers) and newspapers delivered to one's home
- ④ Items that are not clearly defined as being for research  
【Examples】 New year's cards, Personal day planner, Smartphone, Cell phones
- ⑤ Items and equipment costing 60,000 yen or more during the final fiscal year of employment

### Other

- ⑥ Gifts and presents (\*Payment by using gift cards, bookstore prepaid cards, Quo card for gratuity is permitted)
- ⑦ Reception fees, food and drink expenses at academic conferences and similar occasions
- ⑧ Publication expenses (except Aichi University Publication Subsidy)
- ⑨ Purchases of commercially published publications (including gift copies) including textbooks that one has written
- ⑩ Expenses related to earning 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 (\*Purchasing and renting SIM cards and renting devices relating to data communication during a research trip are permitted to be used for research funding.)  
(\*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

- 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 Office, and a transfer will then be made into your 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 for a research trip scheduled after March 11.
- After you return from a research trip after March 11, 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.

You may submit receipts and documents to the Kenkyu-Shienka Office only during that office's regular hours. If a due date for submitting receipts and documents falls when the Kenkyu-Shienka Office is closed, such as a holiday or a Sunday, please submit all receipts and documents no later than the next working day.