

Support for Academic Research Presentation (Fiscal Year 2017)
By Kumamoto University Programs for Leading Graduate Schools “HIGO Program”

1 . Purpose of the program

HIGO program (Health Life Science: Interdisciplinary and Glocal Oriented Program) nurtures next generation professionals in healthcare and other specialized area, sincerely committed to Health Life Science and research pursuit, who will apply their state-of-the-art technologies and skills to promote healthcare and disease control in global-regional levels, comprehending the resonant correlations between local phenomena and global issues, to effectively solve the problems specifically happening in Kyushu, the rest of Japan and Asia. Facing the rapid development, specialization and segmentation of the field of Health Life Science, it is essential to present study outcomes in more comprehensible manners to the society. The Program covers certain costs for academic research presentation implemented by HIGO Students, to upgrade their skills in publicizing their achievements at conferences and/or in journals.

2 . Candidate

HIGO Program Student (or HIGO associate student)

3 . Supportive Expensives and Grant Qualification

Expenses for research presentation conformed to the purpose of HIGO Program;

(1) Travel, accommodation, per diem and participation fees in conferences

The Applicant should be the lead presenter for a presentation (including poster presentation) at a domestic and/or overseas conference, and should have already submitted abstract to the conference host at the time of the application.

NOTICE: Only the HIGO Program Students (excluding associate students) can apply for a support for the overseas academic conferences.

(2) English proofreading, paper submission and publishing

The Applicant should be the first author or the corresponding author.

(3) Others specifically needed for Research Presentations

Those expenses are covered within the limits of the budget. Considering the fact that the whole procedures from the application to the payment require a certain length of time, you need to make sure an application will not be accepted if the whole procedures seems not likely to be completed by the end of the Fiscal Year.

Refer to the appendix for the details

4 . Amount of Supports

(1) Travel, accommodation, per diem and participation expense

Travel, accommodation, per diem expenses will be covered within the limit of travel expense regulation of Kumamoto University, with economic means like a package tour.

(2) (a) Expenses for the English proofreading for research papers

Proofreading fee charged by professional proofreaders

(b)Expense for paper submission and publishing

The expense for paper submission to international journals and publishing

NOTICE: Fully covered **Only for Open-Access Journal publishing**, but **NOT** for **open-access options** on other kinds of journals

(3) Actual expenses related to Research Presentation

5. How to Apply

【How to apply】

Fill out the prescribed form entirely in English, attach the required documents, and submit to the office (see the bottom of this page)

The details of the required documents are on the appendix.

【When to apply】

(1) Travel, per diem, accommodation and participation expense

By no later than two weeks prior to departure

NOTE: In the case of your application is for overseas academic conference, please submit it as soon as your paper (academic presentation) is accepted.

(2) Expenses for English proofreading, submission and publishing of research papers

As soon as completing paper which is eligible for the support

(3) Other Expenses specifically needed for Research Presentations

A/N When the expenses specifically required for the research presentation arise

6. Assessment

The screening of the application is executed by HIGO Program Steering Committee.

7. Others

In addition to the terms stated so far, check the details on the appendix thoroughly.

The above information is subject to change from time to time as a result of possible future amendments to internal policies, regulations and/or procedures of the HIGO Program, Kumamoto University and/or its departments and programs.

【 Contact Information 】

HIGO Program Office

Kumamoto University

2nd floor of Sante the bakery building, next to the outpatient entrance of University Hospital

Tel 096-373-6832、5006 Fax 096-373-5031

E-mail : higo-program*jimu.kumamoto-u.ac.jp

Please substitute @ for * when sending email.



(Appendix)
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1 . Travel, accommodation and participation fees for conference participations

(1) Acceptable Research Presentations

The applicant should be the lead presenter, who performs a presentation at a domestic or overseas conference, which should suit the HIGO Program objectives, and should submit Notification of Acceptance, or printed/electronic abstract of the concerned presentation by the day prior to the departure to a conference where the said presentation is to be done, and should complete submission of all the needed evidential documents as soon as returning from the presentation site concerned, so that the execution of the support can be completed within this fiscal year.

Only the HIGO (excluding associate) students can apply to overseas conference support.

Overseas conferences mentioned here should take on a property of international scholarly conferences or meetings, where researchers from multiple nations join and the official language is English. However, regarding domestic conferences, ones mainly conducted in Japanese can be applicable as well.

A conference, which is not open to the public, and/or where the payment by host and/or presenter and/or research supervisor would seem to be appropriate, will not be supported.

When other educational/research related works such as collaborative research are merged with the presentational activities hereof, the situation shall be assessed separately and additionally by an adequate body, to determine whether to cover a certain proportion of the cost that concerns the said presentation.

(2) Amount of Support

Meant to cover travel, per diem, accommodation (by economical means such as a bargain fare or a package tour, and besides, within the travel regulation limit) and participation fees to an academic meeting. Participation fees that include reception and banquet expenses will not be covered, however, if the breakdown can clearly differentiate the portion relevant to the academic purpose (conference meeting, presentation etc.) from other charges, by way of a letter from the host or public announcement on the website, the said portion can be covered. Proposals with additional prior and/or extended accommodations, and/or stays and/or trip for private purposes, which are unnecessary for conducting the proposed presentation, shall not be covered at all, or only partially covered, according to the regulation.

The payment is transferred after the execution of the presentation.

The support execution process officially commences only after the Applicant returns to Kumamoto and the Applicant completes submission of all the evidential documents. Thus a proposal whose execution seems unlikely to be concluded within the fiscal year concerned shall not be covered. Contact the office for any advice.

The relevant regulations and/or budget execution restriction may limit support or cause application closure in relatively early stage in the fiscal year.

(3) Documents to be attached to the Application

A. Documents concerning the academic meeting

A copy (copies) of printings or website articles confirming the date, location and overviews

of the concerned programs.

B. Documents concerning the presentation

The detailed program of the academic meeting (the part where Applicant's name and the title of the presentation are shown), a copy of the abstract (including the title and names of all the co-presenters), the acceptance notification or documentation(s) which prove acceptance. If all of the required documents are not available at the time of submission of the Application, documents that prove the title has been sent to the conference host (copy of the sent abstract and registered mail from the host) can be temporarily acceptable. However, all the required documents shall be submitted by no later than 1 week prior to the Applicant's departure to the conference concerned.

(4) Documents, that can be unavailable at the Time of Application, but required to be submitted

A. Travel-related document(s) for the academic meeting

If the document(s) i.e., receipts/stub of air ticket are unavailable at the time of Application, it/they can be submitted after the Applicant returns to Kumamoto. If the Applicant would like to receive support for the conference participation fee, the Applicant must submit the appropriate document that proves the Applicant has paid the fee to the host. If a party and/or banquet charge is included, the breakdown should be attached to show the exact amount for the participation itself (written statement by the host, or some public announcement)

B. Others

Related to the Applicant's account to which the travel cost is transferred, copy of the passport, etc. depending on the situation.

(5) Report

Those who are supported for the overseas and/or domestic international academic meetings should submit a report following the instructions below;

1. Report: Style: arbitrary

Word Format A4size, 1-2sheets, in English (can be in Japanese for domestic meetings)

Submit to higo-program*jimu.kumamoto-u.ac.jp (please substitute @ for *) by attaching the report to the e-mail

2. English proofreading, submission, and publishing cost for research papers

(1) Expense for English Proofreading

① Applicable Papers

English papers must be written as a first author or corresponding author with regard to research achievements in compliance with the principles of HIGO Program.

Although it is preferable order for English proofreading is done after receiving Notification of Acceptance, support can be applied to the proofreading ordered on/after the Application date to promote swiftness. Support execution should be concluded within the fiscal year.

② Amount of Support

The amount required for proofreading by professional(s). As the purpose of the support is to enhance young researchers' writing skills of English papers, the cost for reformatting the references or relatively expensive editing options, including Japanese-English translation, cannot be covered.

③ English Proofreaders

The retained proofreaders must be located and possess a bank account in Japan. Rewards for editing by those other than specialized proofreaders, are unsupported by this Program. Meanwhile, if you place an order on the internet or other means, for proofreading by proofreaders located overseas that allows credit card payments, the date of charge withdrawal must be within the 2017 fiscal year and all procedures for reimbursement must be completed within the 2017 fiscal year.

④ Method of payment

Transferred into the bank account of the Proofreader(s), or the payer's as stated in section ③. Every evidential document submission is prerequisite. Ensure that the support cannot be applied beyond the fiscal year boundary into the succeeding fiscal year.

The relevant regulations and/or budget execution restriction may limit support or cause application closure in relatively early stage in the fiscal year.

⑤ How to apply

Please submit the designated application form to HIGO Program Office with copies of the title and abstract pages of the paper. Submission via email is unacceptable. The applications will be confidentially screened by one or two members of Steering Committee. If you would not like to be evaluated by a certain member of the Committee due to the competitive nature of your research and other reasons, please mention it at the time of application.

⑥ Deadline

The deadline shall be settled by back-calculation, since which all the payment procedures will be able to be completed within the fiscal year.

Please do not hesitate to consult with us, for more details.

(2) Paper Submission and Publishing Expenses

① Applicable Papers

The Applicant should be the first author or corresponding author of the paper(s) written in English, regarding research achievements that fits the principles of HIGO Program.

② Support Amount

Expenses related to paper Submission and Publishing for international scholarly journals

③ Method of payment

In principle, transferred into the Applicant's bank account. If the Applicant has paid by the credit card, the date of withdrawal as well as all the clerical procedures for reimbursement must be completed sufficiently earlier than the end of 2017 fiscal year.

Every evidential document submission is prerequisite. Ensure that the support cannot be applied beyond the fiscal year boundary into the succeeding fiscal year.

The relevant regulations and/or budget execution restriction may limit support or cause application closure in relatively early stage in the fiscal year.

④ How to apply

Please submit the designated application form to HIGO Program Office with copies of the pages of the title, abstract of the paper and acceptance letter (Notification of Acceptance). Submission by email is unacceptable.

⑤ Deadline

The deadline shall be settled by back-calculation, since which all the payment procedures can be completed by the end of 2017 fiscal year.

Please do not hesitate to contact the office for further details.