

Support for Academic Research Presentation (Fiscal Year 2014)
By Kumamoto University Programs for Leading Graduate Schools “HIGO Program”

1 . Purpose of the program

The field of life science to enhance health of humanity is now developing rapidly, and the field is more specialized and segmentalized so it is important to introduce its study outcomes in the more comprehensible way to the society. HIGO program standing for Health Life Science: Interdisciplinary and Glocal Oriented Program nurtures medical specialists of next generation who have wide knowledge for health life science with an inquiring turn of mind and who make effort for the promotion of health and disease control using sophisticated knowledge and technologies. While combining the locality of Kyushu and international mind (mainly Asia), the program pursues the missions and needs of international society basing the knowledge of medical sciences and pharmaceutical sciences.

2 . Qualification Requirements

HIGO Program Course Students (Including associate course students)

3 . Acceptable Research Presentation

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

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

The application will be accepted only if:

- a) the Applicant is the lead presenter;
- b) the Applicant’s presentation(including poster presentation) will be presented at a domestic or overseas academic meeting; and
- c) The presentation abstract (title) has been submitted to the office of the academic meeting when the Application is submitted to HIGO Program Office.

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

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

The application will be accepted only when the applicant is the first author or the corresponding author.

(3) Other Expenses specifically needed for Research Presentations

Those expenses are supported within the limits of the budget. If the payment cannot be completed within the FY2014, the support will not be applied.

For more details, please refer to the appendix

4 . Amount of Supports

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

Travel, accommodation, per diem expenses should be within the limit of travel expense regulation of Kumamoto University, using economical transportation such as a bargain fare or 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, publishing and reprinting

(3) Other actual expenses related to Research Presentation

5. How to Apply

【How to apply】

Use the prescribed form and attach the required documents, then submit the documents to the contact office shown at the bottom of this page.

For the details of the required documents, refer to the appendix.

【When to apply】

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

By no later than two weeks prior to departure

(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. Selection

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

7. Others

In addition to the terms stated so far, the details on the appendix also should be thoroughly checked.

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)

Advanced Research/Education Promotion Division,

Kumamoto University

2nd floor of the building in front of the medical education and library building

Tel 096-373-5785、6832 Fax 096-373-5031

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

Please substitute @ for * when sending email.



1 . Travel, accommodation and participation expense

(1) Acceptable Research Presentations

The Application will be accepted if:

The applicant should be a lead presenter, who performs a presentation at 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 Course students can apply to overseas academic 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, domestic conferences done in Japanese (language) can be candidates for support application.

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

When other educational/research related works such as collaborative research are merged with the presentational activities hereof, the proportion of the cost that concerns the said presentation will be determined by assessment by an adequate body, according to the situation.

(2) Amount of Support

Travel, per diem, accommodation (It should be economical transportation such as a bargain fare or a package tour, and besides, within the prescribed expenses.) and participation expenses to an academic meeting. If participation expenses include reception and banquet expenses, they will not be supported. However, if details of the expenses can be evidenced clearly by way of a letter from the sponsor or public announcement on the website, the portion relevant to the academic purpose (conference meeting, presentation etc.) will be supported.

Accommodations unnecessary to implement the proposed research-related activities, such as non-needed stay before or after the conference or other scholarly events for which the support has been proposed, or other trip of individual interest are included into the research trip concerned, the whole travel cost or partial cost will not be supported, as determined under regulation.

The amount of support will be transferred to your account once the procedure has concluded. The Application process commences once the Applicant returns to Kumamoto and the Applicant completes submission of all the evidential documents. Then the support execution procedures officially start. However, an application for which the execution cannot complete within the fiscal year shall not be supported. 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 included with the Application

A. Documents concerning the academic meeting

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

B. Documents concerning the presentation

The detailed program of the academic meeting (a copy of the Applicant's name and the title of the presentation), a copy of the abstract (including the title and names of all co-authors), the acceptance notification or the documentation(s) which prove acceptance. If the Applicant is unable to prepare all of the documents at the time of submission of the Application, the documents evidencing that the title was sent to the office of the academic meeting is acceptable (a copy of the abstract that the Applicant sent, and an email about the receipt of it from the office of the academic meeting.) In either case, all of the documents listed above must be submitted by no later than one week prior to the Applicant's departure.

(4) Documents allowed to be not present at the Time of Application but should be submitted later on a Subsequent Date

A. Documents pertaining to travel 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 expense of attending the academic meeting, the Applicant must submit the appropriate document to evidence that the Applicant paid the needed fee to attend the academic meeting. If the expense of the academic meeting includes the expense of the party, kindly attach the document evidencing the details (the document should be an official document or in the form of a letter from the sponsor).

B. Others

Documents concerning the Applicant's account to transfer the travel cost, copy of the passport, etc. depending on the situation.

(5) Report

Those who are supported for the overseas and domestic international academic meetings should attach the report and photo mentioned below to E-mail and send it to the office in charge. The reports and photo are put on the HIGO Program website.

1. Report: Style: arbitrary
Word Format A4size, 1-2sheets, in English (can be in Japanese for domestic meetings)
2. Photo: One photo to put on the HIGO Program website
(Submit to) higo-program*jimu.kumamoto-u.ac.jp (please substitute @ for *)

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

(1) Expense for English Proofreading

① Applicable Publication Papers on Research Achievements

English papers must be written as a first author or corresponding author with regard to research achievements in compliance with the principles and research contents of HIGO Program. It is preferable to place an order for English proofreading with a professional proofreader after receiving a Notification of Acceptance. However, from the standpoint of promptness, the expense will be covered even when an order is placed before receiving a Notification of Acceptance, only when the order is made on or after the date of the application for support. The support is available only when the execution can be completed 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 HIGO Program students' techniques for writing English papers, it is inapplicable if you make an order for reformatting the references or for relatively expensive editing options, including Japanese-English translation.

③ English Proofreaders

The retained proofreaders must be located and possess a bank account in Japan. Expenses, i.e., editing completed by those other than specialized proofreaders, are unsupported by this program. In addition, if you place an order on the internet or by other means, for proofreading by proofreaders located overseas that allows credit card payments, the date of charge withdrawal must be within the 2014 fiscal year and all procedures for reimbursement must be completed within the 2014 fiscal year.

④ Method of payment

The subsidy will be transferred into the account of the Proofreader(s) or the payer, as stated in section ③. Please note that a subsidy is not available in both cases, if the whole procedures would not end by the end of the fiscal year. Every needed documentary evidence with regard to the proofreading submission is the prerequisite condition.

⑤ How to apply

Please submit the designated application form to Advanced Research/Education Promotion Division (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 HIGO program members. If you would not like to be evaluated by a certain member of HIGO Program due to the competitive nature of your research and other reasons, please mention it at the time of application.

⑥ Deadline

The deadline will be settled by back-calculation, since which all the payment procedures will be able to be completed by the end of 2014 fiscal year. Please do not hesitate to consult with us, for more details.

(2) Paper Submission and Publishing Expenses

① Applicable Publication Papers on Research Achievements

The applicant should be a first author or corresponding author of paper(s) written in English, with regard to research achievements in compliance with the principles and research contents of HIGO Program.

② Support Amount

Submission, Publishing, Reprinting fees for international scholarly journals

③ How to be Paid

In principle, the subsidy will be transferred into applicant's bank account. If the applicant pays with 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 2014 fiscal year.

CAUTION: Any grants or support the clerical procedures of which do not complete by the end of fiscal year, or which proposed in the succeeding fiscal year will never be available.

④ How to apply

Please submit the designated application form to Advanced Research/Education Promotion Division (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 will be settled by back-calculation, since which all the payment procedures will be able to be completed by the end of 2014 fiscal year.
Please do not hesitate to consult with us, for more details.