How to Write the Proposal for a Joint Research Activity
"Promotion of Women's Participation"

Please refer to the following when writing a proposal for a RIMS Workshop (Type C).
*The item numbers used below are consistent with the ones that appear on the proposal form.

3. Principal Researcher
[For the "Promotion of Women's Participation" program, the principal researcher must be female. If there are two principal researchers, both of them must be female.]
You may enter up to two principal researchers. The number of principal researchers will not influence the screening result of the proposal.

4. Travel Expenses
Maximum amount granted: 400,000 yen
[Under the "Promotion of Women's Participation" program, the maximum amount granted per workshop is 600,000 yen.]

Enter the amount of travel expenses you are requesting. Travel expenses may be used to cover, for example, transportation fees between participants' home countries and Japan, transportation fees in Japan, accommodation fees, and a per diem.
* Please refer to the "FAQ about the Workshop Expenses."
* Please submit a "Report of Financial Planning" in case other funding sources are planned in addition to the financial support from RIMS. The contents of this report will not affect the amount of funding allocated when the project is approved.

6. Participants
[For the "Promotion of Women's Participation" program, at least half of the prospective participants must be female.]

Write the names, affiliations and job titles of the proposed participants as of the application date. (It may affect the screening result of the proposal if these are not written correctly.) Mark "+" against the names of female participants. Mark "#" against the names of participants under 40 years old. Consider gender diversity and the perspective of fostering early career researchers.

7. Overview of the Research Activity
Purpose
Describe the research theme and the research objective of the proposed workshop in detail.

Progress of related research
Clarify the significance of the research theme and how the proposed participants have contributed to the area. In particular, as well as presenting an overview of the research progress made by the participants, please describe the research progress made in Japan and overseas more broadly.

Specific plans

Describe novel aspects of your proposed research plan and any special matters deemed beneficial to the screening (if any). When preparing your research plan, please consider gender diversity and the perspective of fostering early career researchers. Furthermore, please explain why the Joint Research Activity should be conducted during the given academic year.

Major achievements of participants related to the proposed research

List major achievements of participants that make clear the connection between the theme of the proposed Joint Research Activity and the research conducted by the respective participants.

If the research plan is related to an international conference, please provide details here.

If the workshop is an official satellite or associated event of an international conference held in Japan or a nearby country, please provide the requested information on the conference.

Research Fields

Circle research fields to which the proposed Joint Research Activity is related. Please double circle one main field.

FAQ about the Workshop Expenses.

Q1
How much is the standard cost of staying in Japan?
A1
The followings are examples of the expenses expected for one person to stay in Japan. Use it as a reference to estimate "the desired amount of travel expenses" for your proposal and to consider who will bear the costs of the airline tickets.

∗ Hotels: 10,000-15,000yen/night
∗ Meals: 500-1,000yen for a breakfast or a lunch, 1,000-2,000yen for a supper
∗ Transportation from KIX airport to Kyoto Station: 5,000yen
　 Transportation from Tokyo airport to Kyoto Station: 20,000yen

Q2
How do you calculate the amount of reimbursement at RIMS?
A2
For professors and associate professors,
　Accommodation fee(fixed): 15,000yen/night
　Per diem(fixed): 5,000yen/day
For lecturers, assistant professors and researchers,
　Accommodation fee(fixed): 12,900yen/night
　Per diem(fixed): 4,200yen/day
For students and others
　Accommodation fee(fixed): 10,000yen/night
　Per diem(fixed): 3,500yen/day

We can cover the airfare and the local transportation in addition to the above. We reimburse the actual cost except for the items that cannot be paid based on the university's regulations.
Note that the above reimbursement (except for the airfare) is taxable, and you will receive it after 20.42% deducted.

Q3
May I use my RIMS budget for non-travel expenses?
A3

No. We cannot reimburse other expenses than accommodation fees, per diem, airfare, and transportation expenses.

Q4
Will RIMS provide housing? Who will pay for my lodging?
A4
RIMS will not provide accommodations. Please make your reservations, and pay the fees yourself.
You will receive the reimbursement from RIMS in cash within your first few days at RIMS.

Hotels around Kyoto University
https://kuiso.oc.kyoto-u.ac.jp/en/housing/hotel/

The travel expenses covered with the budget of RIMS are calculated following the regulations of Kyoto University. Depending on the nature of your activities in Japan, some items may be considered out of the range of our coverage.
Feel free to contact the office of administration at RIMS for details.

Report of Financial Planning

Principal Researcher：
Research Subject：

Other financial resource 1
 Name：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
 Amount ：＿＿＿＿＿＿＿＿＿＿＿＿（＄、€、£ etc.）
 Status:（ ）adopted （ ）scheduled to be adopted(MM/YYYY)
 Other remarks：

Other financial resource 2
 Name：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
 Amount ：＿＿＿＿＿＿＿＿＿＿＿＿（＄、€、£ etc.）
 Status:（ ）adopted （ ）scheduled to be adopted(MM/YYYY)
 Other remarks：

Other financial resource 3
 Name：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
 Amount ：＿＿＿＿＿＿＿＿＿＿＿＿（＄、€、£ etc.）
 Status:（ ）adopted （ ）scheduled to be adopted(MM/YYYY)
 Other remarks：

Other financial resource 4
 Name：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
 Amount ：＿＿＿＿＿＿＿＿＿＿＿＿（＄、€、£ etc.）
 Status:（ ）adopted （ ）scheduled to be adopted(MM/YYYY)
 Other remarks：

If you have multiple sources of funding, list them on this sheet.
The contents of this report will not affect the amount of funding allocated when your project is adopted