**Meijo International Education and Research Center, Meijo University**

**2023 International University Faculty Collaborative Research Assistance Program   
Application Guidelines (For Researchers)**

**2023年度　名城大学インターナショナル教育・研究センター**

**インターナショナル大学教員共同研究支援プログラム募集要項【 研究員用 】**

**Overview≪概要≫**

**1. Objective/目的**

“International University Faculty Collaborative Research Assistance Program” is an assistance program which has extended its support to regions all around the world. Established in 2014, the “Asian University Faculty Collaborative Research Assistance Program” which was based on “Meijo Strategy-2013” has now been transferred from Meijo Asian Research Center. We keep striving for strengthening networks with universities, research institutes and researchers from all regions, and advancing academic research and international exchanges.

「インターナショナル大学教員共同研究支援プログラム」は、「名城大学国際化計画2013」に基づき、平成26年度より前身のアジア研究センターにおけるアジアの諸大学・研究機関・研究者とのネットワークの強化、学術研究・国際交流・国際協力の推進を目的として設置された「アジア大学教員共同研究支援プログラム」を移管し、その範囲を世界各地域へと拡大した助成制度です。

**2.** **Eligible applicants /招へい対象者**

The program is open to researchers who have citizenships of a country other than Japan and belong to an overseas (other than Japan) institution (university, national government institution, or institution established by a non-profit organization) at the time of application, and is willing to conduct collaborative research with full-time professors, associate professors, assistant professors or research associate who are a member of International Education and Research Center, Meijo University.

名城大学の専任の教授、准教授、助教、講師又は助手であるインターナショナル教育・研究センター員と共同研究を行う、申請時に日本以外の海外の機関（大学、若しくは国公立又は営利を目的としない団体が設置する機関）に所属する日本国籍を有しない研究者とします。

\* Meijo University and its accommodation facilities are completely smoke-free zones (there are no smoking-permitted areas). Also, because the research period under this program is relatively short, to ensure that they can dedicate themselves to their research, **participants may not be joined by their partners or families.** Please keep these points in mind when applying for the program.

※本学および宿舎が全面禁煙（喫煙スペースはありません）のため、ご協力をお願いいたします。また、本プログラムは研究期間が比較的短期であることから、研究に専念いただくため、**同伴者の同行や家族呼び寄せは認めておりません。**その点をご了承いただいた上でご応募願います。

**3. Invitation (Research) Period/招へい（研究）期間**

The invitation (research) period must be **30 days and longer, no longer than three months**, beginning on or after April 1 and ending no later than March 31.

招へい（研究）期間は、**30日以上3ヶ月以内**とし、4月1日以降に開始し3月31日までに終了するものとします。

**4. Research Funds/研究費**

**A maximum of ¥1,000,000** **in total** for collaborative research, travel, and living expenses during the guest researcher’s stay in Japan will be paid. **The first payment will be processed after the guest researcher’s arrival in Japan has been confirmed and the necessary procedures have been carried out, including the submission of the required documents. The payment will be made in approximately one week or ten days after the documents have been submitted. The guest researcher is asked to temporarily cover any living expenses during this period.**

研究費として共同研究費・滞在費・渡航費の**合計100万円を限度として**支給されます。**初回研究費支給は、来日を確認し、必要書類提出等の手続きを経てからの支払処理となり、書類提出から1週間～10日後となります。その期間の生活費についてはご自身での立替えをお願い致します。**

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| (1) Collaborate research expenses 共同研究費 | ¥40,000 per month 月額40,000円 | The number of days, counting from the day of arrival in Japan, will be converted to months, and the amount calculated by multiplying the monthly amount by the number of months will be paid. Any fractions of months will be rounded up.  来日した日を起点として月数に換算しその月数を乗じた額を支給します。ただし、月数に端数が生じたときは、切り上げるものとします。 |
| (2) Living expenses 滞在費 | ¥160,000 per month  月額160,000円 | The number of days, counting from the day of arrival in Japan, will be converted to months, and the amount calculated by multiplying the monthly amount by the number of months will be paid. If there is a fraction of a month that is less than 15 days, the amount for that period will be reduced to 50% of the monthly amount.  来日した日を起点として月数に換算しその月数を乗じた額を支給します。ただし、月数に端数が生じ15日に満たない場合は、月額の1/2の額に減額して支給します。 |
| (3) Travel expenses 渡航費 | Actual cost of return airfare 往復航空運賃の実費 | The actual amount of the most economical route from the guest researcher’s residence, up to a maximum of ¥100,000 each way, will be paid. The airfare class shall be economy, and the fare for the return leg will be paid only if the guest researcher returns to his or her home country within one month after the end of the research period.  居住地からの経済的な経路による往復航空運賃とし、往路、復路各100,000円を限度とする実費を支給します。航空運賃の種類はエコノミークラス(プレミアムエコノミーは不可)とし、復路は研究期間終了後１ヶ月以内に帰国する場合に限り支給します。 |

\***For non-residents**, the funds paid by Meijo University will be income subjected to taxation. Accordingly, Meijo University has a duty to withhold income tax. **The taxpayer category will be “non-resident” and tax will be withheld at source at the rate of 20.42%**. (e.g. if the amount granted is ¥200,000, an amount of ¥40,840, equivalent to 20.42% of the non-resident tax rate, will be deducted, and the researcher will receive an amount of ¥159,160.

＊**非居住者の方**は、本学からの支給金は所得として課税対象となります。したがって、本学が所得税徴収義務者となり、**納税義務者区分を非居住者とし、20.42％の税率で源泉徴収を行います**。（例：支給額が20万円の場合、税金20.42％に該当する40,840円が差し引かれ、受取額は159,160円となります。）

**5. Change of Research Period/研究期間の変更**

No extensions of the research period will be granted, but if either the guest researcher or the host wishes to shorten the research period, an Application for Amendment of Research Period should be submitted to the University President via the Faculty Dean, etc.

研究期間の延長は認められませんが、外国人研究員又は外国人研究員引受者の都合等により研究期間を短縮しようとするときは、『研究期間変更願書』を、学部長経由にて学長に提出していただきます。

**6. Temporary Return to Home Country/一時出国**

(1) If the guest researcher wishes to return to his or her home country temporarily during the research period, notice must be submitted to the Meijo International Education and Research Center via the full-time Meijo University faculty member with whom the guest researcher is conducting collaborative research.

研究期間の途中に一時出国しようとするときは、共同研究する名城大学の専任教員を通じて、名城大学インターナショナル教育・研究センターへ届け出なければなりません。

(2) With the exception of cases in which the reason for the temporary return is to conduct necessary research activities based on the collaborative research, research funds will not be paid while the guest researcher is out of Japan.

一時出国の理由が、共同研究に基づく必要な研究活動による場合を除いて、出国している期間の研究費は支給されません。

(3) Airfares and other expenses required for such temporary return to the guest researcher’s home country will not be paid under the program.　一時出国に必要な航空運賃等は、支給されません。

**7. Submission of Report/報告書の提出**

(1) A Program Completion Report must be submitted at the end of the program. The overseas researcher will also be asked to contribute articles to the Meijo International Education and Research Center’s newsletter and other public relations media. If these requirements are not complied with, the overseas researcher may be ordered to repay all or part of the research funds and may be disqualified from applying for this program in the future.

終了時に「プログラム終了報告書」を提出していただきます。また、ニュースレター等インターナショナル教育・研究センターの広報媒体への寄稿をお願いします。これらが遵守されなかった場合は、研究費の全部又は一部の返還を命じたり、今後の本プロジェクトへの応募をお断りすることがあります。

(2) On completion of the research at Meijo University, if the research results, including the outcomes of the research, are to be released publicly (publication in academic journal, publication of book, etc.), a copy of the published work is to be supplied to the University.

本学での研究を終了後に、その成果を含む研究結果を公に発表（学術雑誌への発表、著書の刊行等）した場合は、発表の写しを提出していただきます。

**8. Intellectual Property/知的財産の帰属**

If intellectual property rights are to be obtained as a result of the collaborative research, the two institutions will consult with each other.　共同研究の結果、知的財産権を得るときは、双方の機関で協議します。

**9. Accommodation/宿舎**

(1) The guest researcher may use one of the Researcher Guest Rooms (single-occupancy one-room type) managed by Meijo University. It is strictly prohibited for any person other than the guest researcher to stay in the room. Smoking and the wearing of outside shoes in the room is also strictly prohibited. If the room is damaged or any of its furnishings are lost, the guest researcher will be asked to pay for repairs or replacement.

本学が管理する『研究者用ゲストルーム』（ワンルームタイプ単身者向き）を利用できます。なお、本人以外の方の宿泊・宿舎内での喫煙・室内の土足利用は固くお断りします。また、居室の破損や備品を紛失された場合は、修繕にかかる費用を請求します。

(2) Rent of ¥40,000 per month (including electricity and water) will be payable for use of the Researcher Guest Room.

『研究者用ゲストルーム』を利用する場合、家賃40,000円（月額、電気料および水道料を含む）を負担していただきます。

(3) If the period of occupancy of the Researcher Guest Room is less than one month, rent payable will be calculated at the daily rate multiplied by the number of days of occupancy.

『研究者用ゲストルーム』への入居期間が1ヶ月に満たない月は、[日額×滞在日数]で計算した金額を、家賃として負担していただきます。

(4) Rent will still be payable even if the Researcher Guest Room is not used for a period due to a temporary return to the home country or other reason.

一時出国等のために『研究者用ゲストルーム』を利用しない期間があっても、家賃は控除しません。

**Application Documents/申請書類**

The following documents are to be submitted to the full-time faculty member of Meijo University with whom the guest researcher will conduct collaborative research.

下記の書類を、共同研究する名城大学の専任教員へ提出していただきます。

\* Be sure to apply through a full-time faculty member of Meijo University. (Any documents sent directly to the Center will not be accepted.)

※必ず本学の専任教員を通じてご応募下さい。（直接書類を送られても受け付けいたしません。）

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| **(1) Application for Intake of Overseas Guest Researcher (Form 1)**  **外国人招へい研究員受入申請書【様式 1】**  **(2) Information on Overseas Guest Researcher Candidate (Form 2)**  **外国人招へい研究員候補者調書【様式 2】**  **(3) Certificate of Employment (Form 3) ... No particular format required**  **在職証明書【様式3】…任意様式でも可**  **(4) Pledge for Security Export Control/輸出貿易管理に関する誓約書**  **(5) Other documents required by the Meijo International Education and Research Center**  **その他インターナショナル教育・研究センターが必要とするもの**  **\*Please attach something that shows the details of the candidate’s home institution.**  **※候補者の所属機関の内容がわかるものを添付してください。** |

**Application Period/申請期限**

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| **Deadline for submission of documents to full-time faculty member conducting collaborative research**  **共同研究する専任教員への書類提出期限** | **\* Please ask the host faculty member**  **※引受教員にお尋ね下さい。** |
| **Deadline for application to** **the Meijo International Education and Research Center**  **名城大学インターナショナル教育・研究センターへの申請期限** | **Fri, 9 December 2022**  **2022年12月9日（金）** |

**Selection and Notification/選考と通知**

Selections will be made by the Meijo International Education and Research Center Steering Committee and International Exchange Committee. Applicants will be notified of the outcomes of the selection process through the Faculty to which the host faculty member belongs. A letter of invitation will also be sent from the President of Meijo University.

インターナショナル教育・研究センター運営委員会、国際交流委員会にて行います。採択結果は、引受教員の所属する学部を通じて、申請者に通知します。また、名城大学学長からの招へい状を送付します。

**Documentation for Intake Procedure/受入手続書類**

After a decision to accept the applicant has been made, the following documents are to be submitted to the full-time faculty member of Meijo University with whom the guest researcher will conduct collaborative research.

Electronic files can be requested through the full-time faculty member.

受入決定後に、下記の書類を、共同研究する名城大学の専任教員へ提出していただきます。

【様式】のファイルが必要な場合は、専任教員を通じて配布します。

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| **(1) Certificate of receipt of last degree (any format)/最終の学位取得証明書【任意様式】**  **(2) List of research achievements/研究業績一覧表**  **(3) Written consent from home institution (Form 4)...other formats also accepted/所属する研究機関の承諾書【様式 4】…任意様式でも可**  **(4) Letter of commitment (Form 5)/誓約書【様式5】**  **(5) Copy of passport/旅券の写し**  **(6) Other documents required by the Meijo International Education And Research Center/その他インターナショナル教育・研究センターが必要とするもの** |

**Compliance/遵守事項**

(1) The guest researcher must act in a manner that does not contravene Japan’s social order and must comply with the laws of Japan and the rules of Meijo University. In particular, the guest researcher must comply with the directions of the host faculty member (full-time faculty member of Meijo University with whom the guest researcher will conduct collaborative research), who is the guest researcher’s guarantor.

日本の社会秩序に反しないよう行動し、日本国法令並びに名城大学の定める規則に従うこと。特に身元保証人である引受教員（共同研究する名城大学の専任教員）の指導に従うこと。

(2) The guest researcher must not engage in activities that do not correspond to the permitted visa (cultural activities).

許可される在留資格（文化活動）に該当しない活動に従事しないこと。

(3) The guest researcher must maintain the confidentiality of any secrets obtained in the course of the collaborative research with the host faculty member at Meijo University (full-time faculty member of Meijo University), and if publishing or disclosing the outcomes, do so with mutual confirmation and consent.

名城大学の引受教員（共同研究する名城大学の専任教員）との共同研究において知り得た機密は保持し、成果として公表・公開する際には、双方が確認し了解したうえで行うこと。

(4) Due to the high costs of medical treatment in Japan, the guest researcher must obtain overseas travel insurance in his or her home country before coming to Japan.

日本の医療費は高額なため、来日前に必ず自国で海外旅行保険に加入しておくこと。

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| Inquiries: Meijo International Education and Research Center  **(Office of International Affairs)**  E-mail: mierc@ccml.meijo-u.ac.jp |