

2-9. Financial Aid for Doctoral Students

Tuition Exemption for Doctoral Students

Eligibility

Applicants with excellent academic records who have been enrolled in GRIPS doctoral program for more than three years, and who meet any of the criteria listed below are eligible to apply.*

Note: Students in the former 2-year master's course component of the 5-year doctoral program are not eligible.

- Have held a dissertation defense and be currently revising the dissertation before graduation.
- Be expected to submit a dissertation and graduate within a year since either April or October when the tuition exemption commences.
- Be planning to return to school and then submit a dissertation and graduate within a year following a leave of absence due to illness or other unavoidable circumstances

* Excluding the leave of absence periods

Screening

The screening committee assesses applications based on the students' progress with their dissertations, grades and research results/accomplishments, and other factors deemed appropriate.

Duration of Exemption

- Maximum of one year
- The screening committee will determine the duration of the exemption based on the student's application and dissertation progress.

How to Apply

Students should submit an application form, along with a recommendation letter from their main advisor, by:

- Early February for an exemption between April and September
- Early August for an exemption between October and March

Results

Applicants will be informed by letter of the screening results approximately one month after the end of the application period.

Teaching Assistants (TA) / Research Assistants (RA)

Doctoral students may work at GRIPS as Teaching Assistants (TA) or Research Assistants (RA) if their Program Director deems the activity to be conducive to their studies and/or research, and if the activity does not entail any detrimental effects.

Application for a teaching or research assistantship will be made by the faculty member in charge of the subject or research project.

Research Support Grant for Doctoral Students

Objective

The objective of this grant is to provide support (available upon application) for doctoral students in the conduct of their research projects and the presentation of their research results, for expenses which cannot be covered by the students themselves. The aim of the grant is to encourage research activities by doctoral students and promote their degree completion.

Eligibility

Students who meet both of the following criteria are eligible for this grant.

Note: if you have already submitted the draft of your doctoral dissertation for the defense or will submit it before the support would begin, you are not eligible to apply.

- (1) Must have passed the QE before the start of the research period specified in the application (or, in the case of applicants from the Policy Analysis Program, must have passed the Basic QE before the start of the research period specified in the application); and
- (2) Must have completed GRIPS Research Ethics and Research Funds Compliance Training before the start of the research period specified in the application.

Details of support

- (1) The maximum amount of support under this program is 300,000 yen per doctoral student per fiscal year.
- (2) Most expenses necessary for doctoral students to conduct their research and present the results of their research (which require large funds, such as travel and research costs for field research, data collection, and conference presentation) are eligible for support under this program; the expenses to be supported shall be decided by the Fellowship Committee.

Application Procedures

- (1) Those who wish to receive support under this system shall fill in the required items in the Application Form and submit it to their advisor. In principle, applications should be submitted in advance, but post-research applications will also be accepted.

Note: in the case of a post-research application, not all expenses may be eligible for support.

- (2) The advisor is requested to review the submitted application carefully, to determine whether or not the use of the funding will contribute to the conduct of student's research and/or to the writing of the student's doctoral dissertation; and to give approval only after confirming that if the application is approved, the advisor, as the ultimate person responsible, will be able to provide the necessary guidance in the implementation of the research plan.
- (3) The applicant shall submit the approved application documents by e-mail to the Academic and Student Affairs Division (docresearchgrant@grips.ac.jp) with a CC to the advisor.

Support decision

Eligibility for support under this program, and the details of the support, shall be decided by the Fellowship Committee; the applicant will be notified of the decision as soon as possible.

Accomplishment report

Students who receive support through this grant are required to prepare an accomplishment report and submit it: (a) within one month after the completion of the corresponding research activities; or (b) by the end of the fiscal year, whichever is earlier, to the Academic and Student Affairs Division (docresearchgrant@grips.ac.jp) with a CC to their advisors. Additional reports may be requested, in which case students should prepare and submit it as soon as possible.

Research expenses reimbursement

(1) Travel expenses

- In principle, travel expenses shall be in accordance with GRIPS *Travel Allowance Regulations*.
- For reimbursement for air fares, prior consultation with the Academic and Student Affairs Division is required.

Note: if no consultation is made in advance, or if the details of airline tickets purchased or used are different from those specified at the time of consultation, those fares may not be eligible for support.

(2) Other expenses (supplies, miscellaneous expenses, and other)

- Expenses for goods

Note: purchase of items with high cash value, such as cameras, PCs, tablets and smartphones is not permitted.

- Academic conference fees
- Research outsourcing fee

Note: prior consultation is required.

- Honorarium for research collaborators

Note: the unit price of an honorarium is based on GRIPS *Standards for the Payment of Honorariums*.

Note: prior consultation is required.

- Software purchases

Note: expenses not related to research or to the presentation of research results (e.g., general office supplies such as writing utensils such as pens and pencils, and copy paper) are not eligible for support. However, items that are used specifically for the research and or the presentation of the research results (e.g., a large number of writing utensils and paper items such as survey forms, that are needed to conduct a written questionnaire survey) will be eligible for support.

* If the remittance is directly sent overseas from GRIPS, a remittance fee of approximately 10,000 yen per remittance will be charged, so please be sure to make the amount less than 300,000 yen including the remittance fee.

Research data collected with the support of this program

The recipient of this support shall submit the research data collected in research supported by this program to the Center for Data Science before: (a) receiving his/her degree; or (b) withdrawing from GRIPS. The submitted research data will be archived at the center and made available to the public, and the recipient shall cooperate in the archiving of the data as necessary. Even if only partial support is provided, the collected data must be included in the Data Science Center's data archive. However, depending on the particular circumstances of the research data, the center may decide not to open the research data to the public for a period of time deemed necessary. The archiving and provision of open access to research data shall be determined by the center on a case by case basis.

Other

Those who are eligible to use research funds from sources other than this program shall use those other funds first.

The execution of expenses shall be in accordance with GRIPS internal rules such as *Travel Allowance Regulations* and *Guidance for Budget Execution*.

Contact Information

Program Management Team (PMT)

E-mail: docresearchgrant@grips.ac.jp

Financial Support for Doctoral Students who study beyond the standard period of study

Objective

The purpose of this program is to provide financial support to GRIPS students who study beyond the standard period of study and have strong prospects of completing a high-quality doctoral dissertation, to enable them to continue to concentrate on their studies.

Eligibility

The requirements for application for the financial support shall be as follows.

- (1) Applicants must be expected to be studying in the GRIPS doctoral program beyond the standard period of study, as of the support start date (April or October), and to be residing in Japan during the period of the financial support.
- (2) Applicants must have passed all the qualifying examinations, and must be expected to submit a dissertation and to graduate within one year.
- (3) Applicants must have outstanding academic and research achievements.
- (4) Applicants must be in a situation such that they are unable to secure the same level of financial support or own financial resources for their studies that they had for the standard period of study.

Details of Support

- (1) A monthly stipend of 80,000 yen, in principle, for up to six months.
- (2) Each student may receive support under this program only once during their enrollment.

How to Apply

Applicants must submit an application form, a copy of their bank passbook, and a manuscript of their doctoral dissertation, by:

- End of January for support between April and September
- End of June for support between October and March

Results

Applicants will be informed by letter of the screening results approximately one month after the end of the application period.

Contact Information

General Affairs Team, Academic and Student Affairs Division

E-mail: kyouiku@grips.ac.jp