

April 20, 2018

Application Guidelines for English Proofreading Expenses Support

by Advanced Global Training Project for Integrated Academic Education,
Graduate School of Integrated Sciences for Global Society, Kyushu University

The project will offer financial support for the expenses necessary for students having his/her English paper proofread by a translation firm to be published in academic journals and to be presented in an international conference.

The support is designed for the purpose of encouraging students to make more international achievements in his/her academic field.

1. Applicant Eligibility

Applicants are required to be degree students enrolled at the Graduate School of Integrated Sciences for Global Society (ISGS) or the Graduate School of Social and Cultural Studies (SCS), who will need to have his/her paper on his/her own research proofread to be published in international academic journals and to be presented in an international conference. Applicants are required to be the first author or the corresponding author in case of a joint work.

His/her letter to be contributed to an international academic journal or proceedings paper for a peer-reviewed international academic conference may be a target of the support, which shall be examined in the selection process.

Please note that you are not eligible in case any of the following applies.

- (1) You have already arranged financial support from another institution for the proofreading of the intended English paper.
- (2) You have already paid the bill for the proofreading of the intended English paper.

2. Number of Recipients, Amount of Support and Target of Support

- Number of Recipients: maximum of 10 students or so / year
- Amount of Support: maximum of 100,000 yen/ application
- Target of Support: expenses for English proofreading

(The support is limited to one proofreading session for one application.)

※The number of recipients and the amount of financial support are subject to change, due to the budget situation.

※Though students can make applications more than once within a year, the amount of support is limited annually to JPY 100,000 for one applicant. The paper for which an applicant previously received the support will no longer be eligible for application. In addition, status progress of the previously

support-granted paper will be reviewed upon our screening his/her second or subsequent application.

3. Criteria and Method of Selection

Submitted application documents will be strictly examined according to the criteria listed below in order for us to select the recipients and to determine the amount of support.

- (1) Level of completeness of the intended paper (The paper is required to be almost complete and its contents need to have been checked by the supervisor.)
- (2) Impact Factor of the academic journal to which the paper is submitted.

4. Application Method and Deadline

For those who eligible, directly submit the following documents to the Global Project Office, ISGS. (Refer to the section 6 as below.)

【Application documents】

- (1) Application for English Proofreading Expenses Support (Form1)
- (2) Estimate sheet of proofreading expenses (An estimate from one firm is sufficient.)

5. Notification of Selection Results

Selection of recipients will be conducted by Advanced Global Training Project Committee of ISGS. Applicants will be directly notified of the result by email.

6. Applications and Inquiries:

Global Project Office, ISGS, Kyushu University
Room E-C-209, East Zone1
E-mail:suishinshitsu@scs.kyushu-u.ac.jp
TEL:092-802-5667

7. Submission of Report

The paper to which this support has been granted shall be contributed to the journal described in the Application Form (within two months in principle after the support is granted).

Report on English Proofreading Expenses Support (Form 2) is to be submitted to the Global Project Office, ISGS via email.

8. Other Notes

- (1) Any changes in the descriptions in the application form and the support content shall not be made after the selection result announcement except for a special case where the paper will be contributed to a journal having a higher Impact Factor value.
- (2) In case the paper is published, an offprint of it or similar is to be submitted to the Global Project Office, ISGS. For those who presented in the international conference, materials relevant to the international conference is to be submitted.
- (3) The names of the support recipients will be announced on the ISGS HP (<http://isgs.kyushu-u.ac.jp/en>) as well as the website of the Advanced Global Training Project of ISGS (<http://isgs.kyushu-u.ac.jp/Project/en>).