Guidelines regarding proofreading support for graduate students

(Content of support)

The amount of subsidy is limited to 60,000 yen per case. If the proofreading fee is less than 60,000 yen, the full amount will be paid.

(Target audience and number of uses)

The subsidy is provided only to graduate students enrolled in the doctoral program (you cannot apply while you are away from school). It is available only once per fiscal year.

(Subsidy application deadline)

Applications must be accepted during the periods; “1st of August - 31st of August” or ”1st of December -10th of January” (Please note that due to the end-of-year process, we can only accept the receipts of proofreading from April to the end of December, and cannot receive for receipts from January to March.)

(How to apply for subsidy)

Applicants who wish to receive a subsidy should fill out the form “Subsidy Application Form of English Paper Proofreading for Doctoral Program Graduate Students (「博士後期課程院生　英語論文校正費助成申請書」)”and submit it to their supervisor with a receipt (in the name of the applicant) (PDF) by email.

(Notification of subsidy decision)

If the Research Promotion Committee decides to subsidize the English proofreading fee, a “Notice of Subsidy Decision (「助成決定通知書」)” will be sent to the supervisor and the student applicant.

(Procedure after receiving the decision)

Subsidized graduate students should submit a set of the following evidence documents to their supervisor:

* A printed copy of “Subsidy Application Form of English Paper Proofreading for Doctoral Program Graduate Students (「博士後期課程院生　英語論文校正費助成申請書」)”
* A printed copy of “Notice of Subsidy Decision (「助成決定通知書」)”
* An invoice with details
* The receipts issued by the proofreading company (original)
* A printed copy of the proofed paper (main page).

DATE ( / / )

博士後期課程院生　英語論文校正費助成申請書

**Subsidy Application Form of English Paper Proofreading for Doctoral Program Graduate Students**

To The Research Promotion Committee

**NAME＿＿＿＿＿＿＿＿＿＿＿＿**

I apply for the subsidy through the supervisor below.

1. Paper title

　　 2. Name of Applicant; the student ID number; email address

3. Grade (Total years after enrolling on the doctoral course, including the period while you are away from school)

4. Name of the supervisor and email address

　5. Recommendation from the supervisor

Supervisor will put the recommendation here.

以上