

May 27, 2013

Grant from the Expense for Attaining Mid-term Target  
“Advanced Education Program for Integrated Clinical, Basic, and Social Medicine”  
English proofreading support for scientific research papers of graduate students AY2013

Students enrolled in the Graduate School of Medical Sciences are invited to apply for a grant offered by Kumamoto University with the budgetary Expense for Attaining Mid-term Target to support English proofreading of scientific papers.

Please note that applications will be processed on a first-come, first-served basis until the funds are expended.

1. Purpose: Financial support for English proofreading expenses for pre-publication papers is offered to graduate students with a view toward enhancing their ability of writing a scientific paper in English, in order to enable them to publish their own research findings in international scientific journals.

2. Applicant Qualification:

Applicants must be current doctoral students in the Graduate School of Medical Sciences.

3. Eligible Papers:

Papers must be written in English by the applicant as a first author (or an equal contributor) for the purpose of submitting research findings to a journal.

Applications will be evaluated and, as for those being approved, acceptance will be made on a first-come, first-served basis within the budget. It is recommended to commission English proofreading services from a professional company after being notified of the acceptance. However, from the viewpoint of submitting papers promptly, those being commissioned to companies during the period between the application and acceptance notification dates will also be considered eligible for this provision. In any case, the budget must be implemented within academic year 2013.

4. Application Limit:

The number of applications for academic year 2013 for this proofreading support provision is limited to one paper per applicant as a first author

(or equal contributor).

5. Grant amount:

The grant amount is to be equal to the cost of the English proofreading services by a professional company--roughly less than 50,000 yen. However, when more expensive optional services, such as formatting of the references section or for Japanese to English translation, are included in the order, the application will be disqualified since this provision is intended to enhance the graduate students' ability of writing their own scientific papers in English.

6. English Proofreading Company

The commissioned company must be located and have a bank account in Japan. However, if an applicant commissions English proofreading from a company located overseas via the Internet and chooses credit card payment with either the applicant's or supervisor's credit card, and if the date of withdrawal from a credit card holder's bank account for the credit card payment is within academic year 2013, then the application for the grant will be considered eligible. In that case, reimbursement procedures are required.

This grant provision is not applicable to any payments as a form of reward to anyone other than professional companies of English proofreading.

7. Payment Method:

The proofreading fee will be directly transferred into the bank account of the commissioned proofreading company or of the credit card holder mentioned above. In either case, the payment must be implemented within academic year 2013. Applicants must make sure that the date of withdrawal for the credit card payment be within academic year 2013. Also, please make sure to allow enough time in order for the reimbursement to be successfully implemented within academic year 2013.

Submission of various documents pertaining to the English proofreading is required as evidence to proceed with the grant payment.

8. Conditions

Recipients of this grant must mention this proofreading support provision in the Acknowledgement page of the research paper. (Refer to the form

distributed separately). Moreover, a report must be made immediately to the Student Affairs Section, School of Medicine after getting approval for journal publication of the paper which has been supported by this grant.

9. How to Apply:

To apply, please submit the prescribed application form (Form E1) to the Student Affairs Section, School of Medicine, along with a copy of the cover page and abstract page of the research paper, as well as a list of English papers that the applicant has presented or submitted as a first author in the past. Submit an original copy and a duplicate copy for each document. Submission via email and internal mailing system will not be accepted. Submitted applications will be evaluated as needed by the Review Committee, established within the Graduate School Education Committee and consisting of several members, to ensure compliance with the purpose of this proofreading support provision. The evaluation will be conducted fairly while maintaining the confidentiality of the papers' contents, and the evaluation results will be notified immediately to the applicants.

Deadline: The deadline shall be defined as the latest date on which all payment procedures can be completed within academic year 2013. However, the offer could be withdrawn earlier as the funds are expended.

10. Evaluation Method:

Upon evaluating the application documents, those that do not conform to the purpose of this proofreading support provision or to the application requirements will be excluded from selection. The Graduate School Education Committee will evaluate the applications comprehensively based on the following criteria and determine which will be accepted.

- Priority will be given to scientific papers on the integrated research of clinical, basic, and social medicine.
- Priority will be given to applicants with less experience of English paper publication as a first author.
- Priority will be given to normal full papers over brief reports or letters.
- Priority will be given to the departments with fewer recipients of this support provision.

11. Note: The above information is subject to change based on the Grant Management Guidelines, Kumamoto University Regulations, and others.
12. Please direct any inquiries about this proofreading support provision to:  
Student Affairs Section, School of Medicine, Administration Division of  
Life Sciences, Kumamoto University (Ext. 5029)