

Project B AY2023 Application Guidelines

【Oct 4 ver.】※

※Changes from the previous ver. : "5. Application Method"- The survey address has been updated. Project proposal format has been changed.

Take advantage of the Unlimited Possibilities
you have NOW as a university student.
Make your Original Ideas Come to Life!

Project B helps bring students' unique project ideas to life! We are serious about providing you with the support needed to keep you excited and motivated!

- ✓ Opportunity to give shape to your ideas and dreams!
- ✓ Only 3 core members needed to apply!
- ✓ Possible to consult with staff and receive feedback before submitting your application!



1 · Eligibility Criteria

Student-led outstanding and unique projects/events

There is no set project theme, however, projects with themes that overlap with keywords such as "acquire intercultural acceptance and collaboration skills to be active in the international community," "make use of regular coursework," and "contribute to society," will be prioritized in the selection process.

2 · Merits of Project B



Project Support Subsidies

Project B	500,000 yen (Max)
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* Refer to "7. Project Funding" for further details.



Extensive University Support

- ✓ Frequent updates and promotion of Project B activities via the university website and social media! (There have been Project B groups in the past whose activities have garnered widespread media attention.)
- ✓ Priority given to Project B groups in reserving on-campus facilities and use of university equipment.



Skill Improvement AND Self Improvement

- ✓ Obtain event planning and management skills helpful in a future career through university-run workshops and feedback sessions.
- ✓ Experience personal growth from the joy of watching your ideas take shape and the delight of collaborating and creating with others.

3 · Application Requirements

Groups must fulfill the following requirements to be eligible to apply.

- ✓ Groups must have at least 3 core members. (All members must be currently enrolled APU students.)
- ✓ **Groups must be able to complete their project by the end of 2024 Spring Semester (September 20, 2024).**
- ✓ Groups must be able to participate in all required training workshops and presentations and see their project through to completion. (Refer to "4. Yearly Schedule")





Notes:

- ✓ It is preferred that groups have members from at least two different countries/regions.
- ✓ Registered clubs and circles may apply; however, the proposed activities must go beyond the realm of regular club/circle activities. It is possible for multiple clubs and circles to jointly apply and conduct a project together.
- ✓ Activities conducted as part of a class (including seminar classes) are not eligible for Project B support.

4 · Yearly Schedule

< Flow from application to notification of screening results >

Pre-Application Consultations and Information Sessions

July 14 (Fri) 16 : 10-	Project B Recruiting Guidance	Zoom ID: 918 6548 9579 https://weareapu.zoom.us/j/91865489579 ※ No advance reservation required. ※ This guidance will be livestreamed on the Student Office Facebook account. Video of the guidance will be left up for those unable to attend the July 14 guidance.		
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ZOOM	Livestream			
				
July 18 (Tue) ~ Oct. 20 (Fri)	Pre-Application Consultation Sessions (Optional)	Refer to "6. Pre-Application Consultation Sessions."		
Oct. 5 (Thur)	Project B Recruiting Guidance and Q&A Sessions	2 nd Period, at J102		



Application Period

10/4 (Wed)
- 10/23 (Mon) 9 am

Application Period

Submit the online survey and project proposal.
Refer to "5. Application Method."



Application Screening and Results

10/27 (Fri)

1st Screening Results

- Screening results will be sent to the core members' Action Required section of Campus Terminal.
- Groups will receive questions concerning their application together with the screening results. Groups must send back an answer to the questions by 12pm (noon) on 10/30 (Mon).
- Presentation dates and details will be sent with the results.



Public Presentation

11/1 (Wed)~
11/2(Thurs)

2nd Screening:
Public Presentation

- Each group will have 15 minutes to present.
- Groups have two choices: Play a pre-recorded video presentation or give a live presentation.
- Presentations must be made in either Japanese or English.
- PPT slides must be written in both Japanese and English, or the language opposite to the language in which you will be presenting.
- At least two core members must present.



11/6 (Mon)

Pre-notification of Final
Screening Results

- Screening results will be sent to the core members' Action Required section of Campus Terminal.

< Activity Schedule >

Groups selected for Project B will have regular meetings with their designated project advisor in the Student Office throughout the project activity period to improve the quality of their project.

Training workshops are a chance for all Project B groups to come together to learn about project management and motivate each other.

All core members are required to participate in the training workshops. At least two members must present at the public presentations. (Attending class should be prioritized if a workshop clashes with a class.)

Changes may be made to how workshops (midterm & final) and public presentations are implemented depending on the situation at that time.

Training Workshops & Public Presentations

Startup Workshop	11/8 (Wed) 5th - 7th period
Midterm Workshop	1/24/2024 (Wed) or the 2nd week in April (Wed.) – Workshop will use two periods worth of time. (Periods are undecided at the present.)
Final Workshop	Late July or early Aug. 2024
Final Presentation	First or second week of 2024 Fall Semester

Submission Deadlines

Subsidy Reimbursement Application & Final Report

First Half: Friday, March 8, 2024 Second Half: Friday, August 30, 2024 ※Groups that anticipate having project-related expenses up to September 20 (past the second- half submission date) should consult with their project advisor.	Project expenses will be reimbursed roughly 1 month after all required documentation has been submitted.
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※ Additional documentation (event proposals, reports, etc.) will be required.

5 · Application Method

(1) Application Documents and Method

Online Survey + Project Proposal + Member List

Application Period: Wednesday, October 4-Monday, October 23 (9 am)

① Online Survey

Answer the questions in the online survey, upload your project proposal and submit the survey.

<https://cw.apu.ac.jp/campusweb/SVA20D0.html?key=SUR20230724093957426413982>

② Project Proposal (Free Format) (Possible to upload png, jpg, pdf files. Please provide a link to your file instead if you are unable to upload the file due to its size.)

Project proposals should be

easy to understand (even for someone without any background knowledge),
creative, and realistic!

< Please include the following information in the proposal: >

- ✓ Basic Project Information: Project Name, Group Name, Group Members
- ✓ Project Objectives, Goals, Significance, Impact
- ✓ Project Management Framework
- ✓ Project Details (Should be as detailed as possible and answer questions like when, where, what, who, with whom, to whom, how, and why!)
- ✓ Project Preparation and Activity Schedule
- ✓ Project Evaluation Methods (How do you plan to measure your project's success?)
- ✓ Budget (Detailed breakdown of project expenditures and income)
- ✓ In the case the project involves activities that generate income or donation/fundraising activities: Please write the reason these activities are necessary and activity details.
※Read "7. Project Funding" thoroughly.
- ✓ Any additional information that adds to your application's persuasiveness. (Information on people/organizations assisting you with your project, data that substantiates your project objectives, pictures, past achievements, etc.)

< Notes >

- ✧ No designated format or layout.
- ✧ The information in the proposal does not need to be presented in the order above.
- ✧ The more detailed the proposal, the more persuasive!
- ✧ Proposals should be no longer than 20 pages!

③ Members list

https://en.apu.ac.jp/student-support/assets/file/extracurricular/support/type_b/TypeB_Members_List.xlsx

6. Pre-Application Consultations

Consulting with Student Office staff allows you the chance to ask the most minor of questions to rather major ones before you apply. The quality of your application should improve with the amount of feedback you receive. Take advantage of this opportunity to have your questions answered and get valuable advice!

(1) Consultation Period:

- Consultations possible from Tuesday July 18 to Friday, October 20.

Office Hours: Mon ~ Fri 10:00 ~ 16:30, Tuesdays only: 13:00~16:30

※ Please send an email to project@apu.ac.jp to reserve a consultation slot. Emails should be sent at least 3 business days prior to the date you would like to schedule your consultation. Please include multiple dates and times you would be available in the email.

※ Please note it may not be possible to consult with staff if you visit the Student Office without making an advance reservation.

※ Please read through the application guidelines prior to consulting with staff.

(2) Consultation Methods :

- Zoom or face-to-face (Student Office: 1st floor, A Building)

(3) Time : About 30 minutes per consultation.

7. Project Funding

(1) University Policy on Funding for Student Activities

The University considers it important for student organizations to have a budget appropriate to the scale of their projects/activities and use University funding appropriately and in the most cost-effective way possible.

(2) University Subsidies

① Maximum Amount Project B: Maximum of 500,000 yen per group

② Subsidy Screening

- The maximum subsidy amount for each project will be announced together with the final screening results.
- Please be aware that there is the possibility that project groups may not be approved for the entire subsidy amount they apply for.
- Project members will meet with their project advisor in the Student Office to draft a budget and decide how to allocate subsidy funds.

③ Subsidy Period: **Thursday, September 21, 2023~Friday, September 20, 2024**

※Although the final screening results won't be announced until November, it will be possible for groups selected for Project B that have been actively working on their project from the start of 2023 Fall Semester (September 21~) to apply to be reimbursed for project-related costs incurred from September 21 onward.

④ Subsidy Reimbursement

- In principle, groups will pay for all project-related costs out of pocket. The University will reimburse project expenses at two designated periods during the year.
- The University may decide to directly pay for something instead of having the group pay out of pocket and reimburse them later. Cases like this could include situations where it is difficult for a group to come up with the funds for an expensive project-related purchase as well as occasions where payment is needed to be made swiftly to someone not affiliated with the University (honorarium given to a guest lecturer, etc.). Decisions will be made in light of the group's progress.
- The University will deposit the reimbursement in the designated bank account roughly 1 month after the necessary documents (Final Report, Financial Report, and receipts) have been submitted.
- Groups that have finished their project and have all their financial documents in order may apply to be reimbursed ahead of the application deadline.
- Groups must submit the documents necessary to be reimbursed (receipts, Financial Report, etc.) for

project-related expenditures incurred for the 2023 academic year by the designated submission date in March 2024. Please note that the university will not be able to reimburse AY2023 project costs once the 2024 academic year begins.

- The University will not reimburse project costs if the required documents are not submitted by the deadline.

⑤ Final Income/Expenditures and Subsidy Amount

- If project income exceeds expenditures: The subsidy amount will be reduced so that project income and expenditures equal zero.
- If project expenditures exceed the subsidy amount: The University will not bear any costs except for the maximum subsidy amount approved at the beginning of the project.

⑥ Income and Expenditure Records

Groups must keep a record of all income and expenditures for their project, including project costs that will **not be subsidized, and report them to the University.**

⑦ Income Generating Activities and Donations

- It is possible to hold an activity or event that generates income (collecting admission fees at an event, etc.), however, groups must first apply and receive approval from the University.
- Groups holding fundraising events or asking for donations from companies and organizations will need to provide a detailed plan and reason in the project proposal when applying.

(3) Items Eligible for Reimbursement



Items Able to be Reimbursed

- ① Honorarium (Reimbursed in accordance with university regulations)
- ② Facility fees
- ③ Transportation fees (Transportation costs outside Beppu City only) *1
- ④ Accommodation fees *1
- ⑤ Equipment fees (Up to 10,000 yen) *2
- ⑥ Insurance fees
- ⑦ Delivery fees
- ⑧ Participation fees
- ⑨ Outsourcing fees
- ⑩ Items approved in advance by the Student Office.



Items NOT Able to be Reimbursed

- ① Equipment that costs over 10,000 yen
- ② Food and beverage costs *3
- ③ Expense allowances for items such as gifts, etc.
- ④ Telecommunication fees
- ⑤ Printing costs *4
- ⑥ Office supplies
- ⑦ Other items deemed by the Student Office as not being eligible for reimbursement.

*1 Travel expenses (③Transportation Fees & ④Accommodation Fees)

- Overnight stays may be approved if travel meets certain conditions such as all visits and activities are exclusively for the project, the itinerary was approved by the Student Office prior to departure, and a report with photos is submitted to the Student Office after the trip.
- Groups traveling overseas may receive 2/3 of the flight cost, however, the maximum limit of flight ticket

coverage per person is 100,000 JPY..

- As for transportation fees, (1) transportation costs within Beppu City will not be reimbursed (2) transportation costs must be calculated using either APU or Beppu Station as the departure point (3) as a general rule, only public transportation costs will be reimbursed.
- * 2 Any project equipment purchased with Project B funds should be returned to the Student Office after project completion.
- * 3 This excludes food and beverage costs required for the project that are approved by the Student Office.
- * 4 Printing costs for promotional materials (flyers, pamphlets, etc.) are eligible for reimbursement and will fall under “⑨ Outsourcing Fees” in the list of items eligible for reimbursement.

8. Other

- The University will terminate Project B funding for groups that do not follow the University’s advice and for groups not making steady progress.
- The University will promote Project B activities on and off-campus. Please cooperate with us to ensure we give your efforts the maximum amount of coverage they deserve!

9. Inquiries

Ritsumeikan Asia Pacific University - Student Office - Event and Project Support

Tel 0977-78-1104 Email: project@apu.ac.jp

Student Office Website https://en.apu.ac.jp/studentsupport/extracurricular/support/type_b/



※The website address will change at the end of July. Application guidelines will be updated in August with the new website address.

Comments from Past Project B Participants



Project B provided the support and motivation I needed to take the first steps in taking on a big project in my area of interest. Through Project B, I learned how difficult it is to actually achieve your dreams, how thankful I am for my project teammates and their support, and the level of responsibility and preparation needed for a successful project. I tried to keep these things in mind as much as possible throughout my project activities and feel as though I significantly grew as a person. I want to again thank my teammates, the high schools that cooperated with us, and APU for supporting Duct.

Asato, Representative of Duct
AY2021 Project B



Co-university Hackathon is the boldest project I have taken part in during my time at APU. We started out as a very young circle with only 4 core members. I myself did not have any specialized tech knowledge nor did I have a concrete image of what a hackathon is. However, together with my team, I learned new things every day and have able to involve more people in this learning journey with us. We could not have made such an impact without the support from APU, especially from our mentor, for which we are very grateful.

Bui Quynh Han,
 Representative of ATC Co-University Hackathon
 AY2022 Project B

Examples of Past Projects

Area	Project Name / Activities
International Cooperation	KITAB (Knowledge which Transforms and Builds Future) by Bhabishya and Jamarko for Nepal (BAJ) Project to raise funds to donate a library to a school in Nepal. Workshops on how to use the library were conducted to ensure effective long-term use.
	Project "Taishun" by MINAGI Project Project that aimed to alleviate health risks caused by polluted water in Guatemala. Members held information sessions for people in Chiquimula to teach them the importance of having clean drinking water. Water filters were distributed and people were taught how to properly care for the filters.
	A bicycle will save the world.by Habitat APU Project that aimed to cycle around Northern Kyushu to raise funds that would be put towards building houses in impoverished areas of the world. The group stopped at schools during their travels to speak to students and raise awareness about global poverty.
Performing Arts & Community Exchange	Les Misérables by Musical Company Collaborative project with Beppu citizens that culminated in a bilingual (English/Japanese) performance of Les Misérables.
	Music & dance don't have a border. by BePU Project that aimed to bring people together through music and dance. Activities included a concert by a world-renowned shamisen musician who performed together with APU graduates and current APU students, creation of a new Beppu theme song, and the hosting of a multicultural music and dance festival.
International Relations	Global Negotiation Simulation Competition "INITIATE" by APU International Relation Student Association Project that invited students from other universities to participate in a scenario-based simulation competition. The setting of the competition was "global negotiations." Each person was assigned

	their own individual role and had to negotiate with other participants to reach an agreement.
Social Entrepreneurship	Creating University Brand by Social Entrepreneurship (Leather) by LEGAME Creation of an APU brand in Japan through the sale of leather products made in Bangladesh. The project aimed to solve environmental problems in Bangladesh caused by the large amount of leather waste while helping to create jobs and alleviate poverty.
Environment	Project Gifted Project to heighten awareness of responsible consumption through an Earth Day event and used clothing drives to collect clothing to donate to various countries.
Food Diversity	Project "Vegeal" by Vegelal Project to heighten awareness in Beppu of various dietary customs such as halal, vegetarianism, and veganism to improve the environment for people with those dietary customs. Project members made a map of restaurants in the city that offer halal, vegetarian, and vegan-friendly menus for tourists visiting Beppu.
Gender	Project EQUAL -To eliminate the bias and oppression in hopes to create a society where each can live freely- by Equal Project to heighten awareness of gender issues and promote gender equality through workshops and social media campaigns.
	Support for Sisters (SFS) Project with a focus on combatting period poverty. Project members organized workshops and provided free sanitary products to students through the menstruation stations they installed in campus restrooms.
Education	DUCT Project B by DUCT Project that utilized the international mindedness of APU students – the knowledge and experience they obtained both here at APU in their student lives and while living overseas – to teach interactive classes to high school students on topics such as multicultural coexistence (tabunka kyosei) and global citizenship.
Mental Health	Me+We Project by APU Mental Wellness (MeWe) Project to support fellow students' mental health and overall wellness through social media campaigns, workshops, online events, and forums.
Case Competition	International Online Case Competition by IOCC Project members organized an online case competition on social issues that participating teams had to solve using a wide-range of knowledge and skills and hosted training sessions ahead of the competition to help participants prepare.

Examples of Past Media Coverage

Asahi *Shimbun* (newspaper), Nishi-Nippon *Shimbun*, ALC Global Tsushin (ALC Press Inc.) Oita Godo News, Waku Waku Tonbo TV (CTB Media), and more!