**Application Form for Proofreading/Publication Support**

To Director of International Research Organization for Advanced Science and Technology

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ※Please fill in the form within the bold frame and send it with necessary documentation to the IROAST Office  (Email: szk-kiko@jimu.kumamoto-u.ac.jp). | | | | | Application Date | | | MM/DD/YYYY | |
| Applicant | | Name |  | Title/  Affiliation | | |  | | |
| Email address |  | Extension | | |  | | |
| English name of paper  (Japanese translation, if existing) | | (　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 ) | | | | | | | |
| Check if paper indicate IROAST affiliation | | * \*If not, not applicable. | | | | | | | |
| Check if applicant is sole author | | □ sole author  \*If not, please fill in about the co-authors below. | | | | Authorship | | | □First author  □Corresponding author  □Last author |
| Co- authors | □First author | Name/Title/Affiliation | | | | | | | |
| □Corresponding author | Name/Title/Affiliation | | | | | | | |
| □Last author | Name/Title/Affiliation | | | | | | | |
| Journal Info | | 1. Journal name (If the paper is already accepted, please also describe the volume number and IF.) 2. Publisher info (Name of the academic society, publisher, etc.) 3. Please describe how authoritative the journal is in science and technology. (For IF, 2 or more is required.)   Please check the box below and fill in the ‘Score’ after you answer the ‘Predatory Journal Assessment’ questions ( <https://poie.kumamoto-u.ac.jp/URA-web/en/Pred_Jrnl/Pred_J_Check.html> ) on the URA Office website.  □I have confirmed that the journal above is not a possibly predatory journal. Score ( ) | | | | | | | |
| (Planned) date of publication | | Month, Year | | | | | | | |
| Costs you wish to be covered for (Check both if you wish) | | * For Proofreading | | | * For Publishing | | | | |
| Amount of expenses  **（must be 500,000 yen or lower in total）** | | Yen | | | Yen | | | | |
| Materials to be submitted  ※6 | | **a.** Filled-in application form  **b.** Documents to show the estimated costs for proofreading  **c.** A copy of the paper  **d.** Estimate, invoice, bill (original) | | | **a.** Filled-in application form  **b.** Documents to show the estimated costs for publishing  **c.** Documents to show the acceptance of the paper  **d.** A copy of accepted paper  **e.** Estimate, invoice, bill (original) | | | | |

※1 As a rule, you can apply for the support once for each paper.

※2 Support only possible if followed the general accounting procedures

※3 Support not possible for expensive proofreading options such as those containing translation from Japanese to English.

※4 Expenses for which the payments have been finished cannot be covered by this support.

※5 In the case of several concurrent submissions, the order of processing the requests might be adjusted.

※6 For application, please submit **a.** and **b.** (for proofreading) or **a. b.** **c.** and **d.** (for publishing) by email.

After acceptance, sign and date all the materials except a. (**b.- d.** for proofreading/ **b. - e.** for publishing) and send them to IROAST by campus mail.