

Application Guidebook

FALL SEMESTER 2019

SFC ASIA MASUDA RESEARCH PROJECT SUPPORT PROGRAM

(For undergraduate and graduate students)

This support program was established with funds provided by the Masuda Educational Foundation. It provides research grants to Japanese students and international students from countries and regions in Asia who are in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Graduate School of Media and Governance. This program aims to develop individuals with an international perspective whose research plan and implementation will contribute to the future development of Asia. The program particularly supports research that will spread Japanese culture, history, thought, and technology etc. into Asia and the Middle East. Students who are interested should apply in accordance with the following.

1. Criteria for Eligibility

Must correspond to either of the following 1) or 2)

- 1) Students who, as of the semester in which the research is to be conducted, are in their second year or above in the Faculty of Policy Management or the Faculty of Environment and Information Studies, or students in the Graduate School of Media and Governance, who are planning continual long-term research at universities, graduate schools, or institutions in countries or regions in Asia (except for Japan).

<Must be a student with a Japanese citizenship or a student with foreign citizenship with a status of residence as the following>

Must be: permanent resident, special permanent resident, child or spouse of Japanese national, child or spouse of permanent resident, or long term resident.

- 2) International students who are from countries or regions in Asia who are conducting research on themes related to Japan, in principle, in Japan.

<Required Qualifications>

Must be enrolled at a Japanese university or graduate school and hold a foreign citizenship and a “student visa.”

*Students who correspond to 1) or 2) can apply as a group.

*If conducting research as a group overseas, at least one member must conduct research, as much as possible, in the specified country or region and within the specified period.

*Those applying for category 1) are required to enroll in the Emergency Assistance Japan Co., Ltd.’s (EAJ) “Overseas Students Safety Management Assistance Service (OSSMA)” designated by the university, as well

as a comprehensive overseas travel insurance policy that meets the requirements of the university during the time they are overseas.

2. Amount of the Grant

The maximum amount of the grant for a single research project will be 1,200,000 yen.

However, this shall not apply to group projects. A single application is made for one project. The grant period will be one year. If the research continues after the grant period, the grant must be re-applied for in the next academic year and beyond.

Due to accounting circumstances, after being selected for the grant, you will be asked to submit two separate grant expenditure plans: one before March and one after April. Grant money will be paid to you in installments based on the plans you have submitted.

3. Application Method and Deadline

Submit the SFC Asia Masuda Research Project Support Program Application. Make sure to refer to “6. How to Submit the Application.” Submissions and revisions will not be accepted after the deadline. Make sure to consult with your Academic Advisor and have the contents approved before submitting the application.

Application Period:

9:15 a.m., Monday, November 18, 2019 to 4:50 p.m., Thursday, November 27, 2019 (deadline strictly enforced)

Place of Submission:

Keio Shonan Fujisawa Campus, CDP Office (first floor of the Alpha Building).

4. Selection Method and Notification

Selection will be based on the Research Plan and conducted by the SFC Asia Masuda Research Project Support Steering Committee.

1. Document screening: Late November – Early December.

2. Interview: Middle-Late December, 2019

The time of the interview will be notified individually to those who pass the document screening.

The final results will be notified by late December 2018.

5. Report of Research Results and Expenses

Students selected for the support program must submit their research results and an Expense Report, as well as make both an interim and final report within the grant period at the progress report sessions held by the steering committee. The deadlines for submitting the research results and expense report, as well as the dates for the progress report sessions are listed below.

◆ *Research results submission deadline:*

4:50 p.m., Friday, July 31, 2020 (deadline strictly enforced)

◆ *Expense Report submission deadline:*

Submit two expense reports, one for the interim report and one for the final report.

Submit the Expense Report and original receipts (photocopies not accepted) directly to the CDP Office.

Interim report: 4:50 p.m., Friday, March 13, 2020 (deadline strictly enforced)

Final report: 4:50 p.m., Friday, July 31, 2020 (deadline strictly enforced)

◆ *Progress Report Sessions:*

Interim report: Morning, Thursday, February 27, 2020 (tentative)

Final report: Late-July, 2020

Further details will be provided individually.

6. How to Fill Out the Application

[Application Document 1: Planning Sheet]

There are two types of Planning Sheets. One is for research outside Japan and the other is for research within Japan.

Those who correspond to 1) in “Criteria for Eligibility” should use the Research Plan Form for research outside of Japan, and those who correspond to 2) should use the one for research within Japan.

Notes

- “Information on Your Research” should be concrete and concise. Avoid general or abstract expressions. In particular, your research schedule section should be filled out in as much detail as possible, including information on each group member if applying as a group.
- Fill in the Research Expenses for the academic year based on the research plan, and include a breakdown of each expense. Refer to the below for details on the breakdown.
 - (a) Travel expenses, survey and research expenses, and other expenses related to research within Japan or abroad, are regulated by Keio University.
 - (b) “Supplies expenses” applies to expenses for materials for experiments, research instruments, and stationery that cost less than JPY 200,000 including sales tax for one item or one set of items. Software will also be considered “supplies” even if it costs JPY 200,000 or more.
 - (c) Honorarium may only be paid for the assisting with, or distributing or collecting of, surveys. The amount of honorariums will be based on the rules set forth by Keio University.
 - (d) “Miscellaneous expenses” include expenses for meetings (excluding consumption of food and/or drinks by students), local transportation, correspondence and shipping, and printing.

Items that cannot be covered:

- Construction fees for buildings and other facilities

- Monthly payment, etc. where an employment relationship would arise
- Items for which it is difficult to distinguish private and public use such as the purchase of and/or fees for cell phones, PHS, etc.
- Car rentals, gasoline
- Products for which the warranty and/or support periods span over multiple academic years (e.g., a three-year anti-virus software)
- Machinery costing JPY 200,000 or more including sales tax. Please consult beforehand if you wish to purchase non-machinery items that cost over JPY 200,000 including sales tax.
- OSSMA or a comprehensive travel insurance costs for periods not related to the research.
- Academic fees, tuition, etc.
- Academic society membership annual fees
- Other expenses that are not directly connected to research covered by this support program (such as alcoholic beverages)

*Application Document 2: Planning Sheet

Should be A4 size and written within two pages (free form).

Inquiries should be directed to:
CDP, SFC Office [first floor of the A (Alpha) Building]
Tel: 0466-49-3409