Application Guidebook

SPRING SEMESTER 2020

YAMAGISHI STUDENT PROJECT SUPPORT PROGRAM

(For undergraduate students in their third- and fourth-year expecting to advance to the next year or graduate in March 2021)

This support program was established with funds provided by Mr. Kotaro Yamagishi, CEO of Keio Innovation Initiative, Inc. and Co-Founder and Director of GREE, Inc. It provides grants to undergraduate students in the Faculty of Policy Management, Faculty of Environment and Information Studies, and Faculty of Nursing and Medical Care to support their research projects. The program supports research that embodies the SFC spirit to impact society and the real world. Interested students are invited to make an application by following the steps below.

1. **Criteria for Eligibility**

    Third- and fourth-year undergraduate students who (1) plan to register for either Seminar A, Seminar B, or Graduation Project 2 (Courses offered at the Faculty of Policy Management and the Faculty of Environment and Information Studies), or Project II (Course offered at the Faculty of Nursing and Medical Care) in the fall semester of Academic Year 2020, and (2) plan to conduct research projects throughout Academic Year 2020, are eligible to apply.

    *Applications from students who expect to advance to the next year or graduate in September will be accepted during the 2020 Fall Semester.

2. **Amount of the Grant**

    The amount of the grant for a single research project will be as follows:
    - Maximum JPY 300,000 for a project on a single theme (individual or group)
    - Maximum JPY 500,000 for a project with an interdisciplinary theme (group)

    Approximately twenty projects will be selected. Only one application will be accepted per project. Applications for grants larger than the maximum will be deemed invalid.

3. **Application Method and Deadline**

    Submit application documents via the Keio University Education Support System. Submissions and revisions will not be accepted after the deadline. Make sure to consult

with your project mentor and have the contents approved before submitting the application.

Application Period:
10:00 a.m., Monday, May 11, 2020 to ~~1:00 p.m., Friday, June 5,~~ 2020 (deadline strictly enforced)

[UPDATED June 5, 2020]
Application Deadline (extended):
1:00 p.m., Friday, June 12, 2020 (deadline strictly enforced)

*Login to SFC-SFS → Gakuji Web System → Keio University Education Support System → SFC Menu (Yamagishi Student Project Support Program)

4. **Selection Method and Notification**
Document screening by the Yamagishi Student Project Support Program Steering Committee will be based on the submitted Planning Sheet and Research Plan. Applicants will be notified of the screening results through the Keio University Education Support System by late July.

5. **Report of Research Results and Expenses**
Students selected for the support program will be required to submit their research results and an Expense Report, as well as make a presentation at the joint presentation session that will be held in early February, 2021 (tentative). In addition, selected students will be required to introduce their projects and give an interim report of their projects at a poster presentation during the SFC Open Research Forum 2020.
The deadlines for submitting the research results and expenditure report are listed below.

> *Research results　submission deadline:*
> 4:50 p.m., Friday, February 19, 2021 (deadline strictly enforced)
>
> *Expense Report submission deadline:*
> 4:50 p.m., Friday, February 19, 2021 (deadline strictly enforced)
> *Submit the Expense Report and original receipts (photocopies not accepted) directly at the Career Services Section.

6. **How to Fill Out the Application**
Make sure to click "Submit" after filling out both Application Documents 1 and 2.

[Application Document 1: Planning Sheet]

A. Title of Research Project

    The title must be brief and within 50 alphanumeric characters.

B. Research Project Contents

    The description of the contents of the research project must be concrete and concise. Avoid general or abstract expressions.

C. Influence of the Project on Society

    Describe specifically and quantitatively when and what influence the project will have on society as it is carried out.

D. Research Project Organization

    When applying for a project conducted by a number of persons, write the names of the research project leader and other members. The division of tasks among the applicant and the other students must be clearly stated.

E. Research Project Expenditure Details

    Fill in the expenditure details for the academic year based on the research plan.

    1) "Travel expenses" applies to expenses for domestic and overseas travels deemed necessary for survey, research, and research meetings. The estimate will be based on the rules set forth by Keio University.

    2) "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.

    3) Examples of services that may be paid as "honorarium":

        a. Collection and sorting of research material and survey documentation

        b. Assistance in experiments

        c. Translation of documents in foreign languages

        d. Distribution and collection of surveys and/or questionnaires

        e. Fees for viewing external materials

        f. Providing specialized and technical knowledge (may include payment to instructors)

        g. Software development

        Please refer to the rules set forth by Keio University when determining the amount of the honorarium.

    4) "Miscellaneous expenses" include expenses for meetings (excluding consumption of food and/or drinks by students), local transportation, correspondence and shipping, printing, computer usage, photo-developing, photo-finishing, and machine repair.

        Items that cannot be included in "Miscellaneous" include:

a. Construction fees for buildings and other facilities

b. Monthly payment, etc. where an employment relationship would arise

c. 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.

d. Car rentals, gasoline

e. Products for which the warranty and/or support periods span over multiple academic years (e.g., a three-year anti-virus software)

f. Other expenses that are not directly connected to research covered by this support program (such as alcoholic beverages)

g. Academic fees, tuition, etc.

h. Academic society membership fees for the following or past academic years (only membership fees for Academic Year 2020 may be reported)

i. Items or sets of items that cost JPY 200,000 or more including sales tax .

F. Grants that you have received or plan to apply for

If you have already received a grant or plan to apply for any this academic year, please list the name of the grant, the title of the project, the selection date, and the grant period, regardless of if the project and members are the same as for this program.

[Application Document 2: Research Plan]

Upload a PDF file of your research plan of up to two pages. There is no designated format for the Research Plan. In the case that the applicant or project has received grants through this program in the past, the applicant must explain how their project has changed in their research plan.

Inquiries should be directed to:

Career Services Section, SFC Office [first floor of the A (Alpha) Building]

Tel: 0466-49-3409