

## *Application Guidelines*

**SPRING SEMESTER 2022**

**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 2023)

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. and Keio University Vice-President for Finance, Fundraising, and Entrepreneurial Education and Support of Keio Univ. 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 reach out to 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 the 2022 academic year, and (2) plan to conduct research projects throughout the 2022 academic year, are eligible to apply.

\*Applications from students who expect to advance to the next year or graduate in September will be accepted during the Fall Semester of the 2022 academic year.

### **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 Student's Research Grant System.

Submissions, revisions, etc., 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 16, 2022 to 1:00 p.m., Friday, June 3, 2022 (deadline strictly enforced)**

\* Student's Research Grant System : <https://srg.sfc.keio.ac.jp/user>

Keio University Student Website (SFC) → Other → Research Grants → Student's Research Grant System → 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 Student's Research Grant 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 the afternoon on Friday, February 3, 2023 (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 2022. The deadlines for submitting the research results, Expense Report and its related documents are listed below. **Failure to report the required results and submission of documents may result in penalties such as cancellation of the grant or restriction of acceptance.**

*Research results submission deadline:*

**4:50 p.m., Friday, February 17, 2023 (deadline strictly enforced)**

*Expense Report and related documents submission deadline:*

**4:50 p.m., Friday, February 17, 2023 (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 as specifically and quantitatively as possible 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.

There may be instances where expenditures for travel expenses and local transportation expenses will not be approved, based on the SFC Basic Policy for Maintaining Education and Research Activities and other guidelines. Please make sure to describe in your research plan an alternative method for conducting research in the case that you do not make expenditures for travel expenses and local transportation expenses as planned.

- 1) "Travel expenses" applies to expenses for domestic and overseas travels deemed necessary for survey, research, research meetings, etc. 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, stationery, etc., 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 (such as 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, photofinishing, 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 between official and private use such as the purchase of and/or fees for mobile phones and PHS, and rent.
- d. Car rentals, gasoline
- e. Products for which the warranty and/or support periods span over multiple academic years (e.g., a three-year antivirus software)
- f. Academic fees, tuition, etc.
- g. Academic society membership fees for the following or past academic years (only membership fees for the 2022 academic year may be reported)
- h. Items or sets of items that cost JPY 200,000 or more including sales tax.
- i. Expenses for regular activities, including taking classes (regular curriculum) and commuting to the university, which are not related to this research project
- j. Other expenses that are not directly related to the research covered by this support program (such as alcoholic beverages)

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 contents and members of the project are the same as for this program.

The grant selection may be revoked in the case of any false declarations. **Please note that multiple applications for research grants with the same research plan that is deemed to have the same content are not allowed.**

[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 clearly 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]

E-mail: [cdp@sfc.keio.ac.jp](mailto:cdp@sfc.keio.ac.jp)

Tel: 0466-49-3409