

Application Guidelines for “Incentives to Study and Conduct Research”  
Through SFC Education Promotion Foundation  
in the AY2025 Fall Semester

“The SFC Education Promotion Foundation” was established by, and is provided through the kind generosity of, The Johnan Shinkin Bank. “Incentives to Study and Conduct Research” is a research grant funded by this Foundation, to support students’ study and research activities.

Interested students should make an application by following the steps below after acknowledging the object of this research grant program.

1. Eligibility

- 1) Undergraduate students enrolled in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Faculty of Nursing and Medical Care at the time of application for this grant and during the applicable grant period.

- 2) Or, groups of Keio University students consisting primarily of the undergraduate students stated above

\*In case of applications as a group, the representative must be a student in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Faculty of Nursing and Medical Care.

\*Duplicate applications for the research grant program during the period in which the applicant is receiving this grant will not be accepted.

\*In principle, selected students may not take a temporary leave of absence during the applicable grant period. If it is required to take a temporary leave of absence for unavoidable reasons, please notify the office as soon as possible. Note that, once the temporary leave of absence is confirmed, the grant money for the semester must be refunded.

\*Applicants must be full-time Keio University students.

2. Grant period

Monday, September 22, 2025 – Monday, July 27, 2026

\*Grant recipients must submit their research reports by July 27, 2025.

3. Grant amounts

To a maximum of JPY 300,000 for a single project

4. Eligible research

- Research is conducted taking approaches and techniques which are unique to and compatible with SFC
- Research puts emphasis on survey, experimentation, and creativity
- Cross-disciplinary research across Kenkyukai is welcome

5. Application procedure and submission period

Apply for the grant through the SFC Student’s Research Grant System.

Submissions or revisions after the deadline will not be accepted. The applicant must consult with their

supervising faculty member for the project and have the contents approved before submitting the application.

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

Keio University Student Website (Shonan Fujisawa Campus) → Other → Research Grants → Student's Research Grant System → Incentives to Study and Conduct Research Through SFC Education Promotion Foundation

### **Submission period**

**10:00, Friday, October 17, 2024 to 13:00, Friday, October 31, 2025\***

**\*Late submissions will NOT be accepted under any circumstances.**

\*There have been cases where applicants filled out their applications but did not click "Submit," failing to complete their submissions. Please confirm on My Page that your submission has been successful.

\*You can edit your application anytime and as many times as you like until the submission period closes even after your application has been submitted. Be sure to click "Submit" every time you finish editing your application.

## 6. Selection and notification of results

Document screening will be conducted by the Student's Research Grant Steering Committee based on the Planning Sheets and Research Plans submitted by the applicants. Applicants will be notified of the results through the Student's Research Grant System by mid-January 2026.

## 7. Reports on research and expenses

Grant recipients will be required to submit reports on their research and expenses. See below for the submission deadlines for the reports. **Failure to submit the research report and necessary documents may result in penalties such as being forced to return the grant or being disqualified from on future applications.**

◆ Research report submission deadline: **16:50, Monday, July 27, 2026**

**\*Late submissions will NOT be accepted under any circumstances.**

\*Reports will be posted on the Student's Research Grant System and shared as research findings.

◆ Expenses report submission deadlines:

Deadline for expenses before and in March 2026: **16:50, Wednesday, March 4, 2026**

Deadline for expenses in and after April 2026: **16:50, Monday, July 27, 2026**

**\*Late submissions will NOT be accepted under any circumstances.**

\*Submit your expenses report and original receipts (領収書; photocopies are not accepted) directly to the Career Services Section.

\*Due to accounting procedures, the grant funds will be provided in two installments. As such, the grant recipient will be asked to submit two expenses plans separately: one for your expenses up until March 4, and the other for expenses from April 1 through July 27. This means you cannot make expenses between March 5 and March 31, as they will not be included either in your first or second expenses report. Please

plan accordingly, ensuring that all expenses will be included in the reports. The grant recipients are expected to use up the full amount of the grant awarded.

◆ Poster presentation: Late May to early June, 2026

\*Selected students are required to present the poster on the Student's Research Grant System as a research overview and interim report. Details will be notified to the selected students.

## 8. Application documents

Submit application documents A–C via the Research Grant System and register the bank account details via K-Support. Make sure to click “Submit” after filling them out.

When applying as a group, the research project leader must fill out the application documents through their keio.jp account.\_

### Application document A: Planning Sheet

(1) Email address, name, phone number, faculty, and student year

If applying as a group, enter the project leader's information. Including information of multiple students in the form may interfere the subsequent procedures.

(2) Supervising faculty member

Contact in advance a full-time faculty member who is familiar with the research topic, inform them about your intention to apply, and obtain their approval to register their name. Part-time lecturers and project faculty members are not eligible to serve as supervising faculty members.

(3) Project name

The name of your research project must be concise and within 50 characters.

(4) Description of the project (within 2,000 characters in English; approximately 400 words)

The description must be succinct and easy to understand. Expressions that are too general or abstract should be avoided.

(5) Significance of this program's support in conducting the project (within 2,000 characters in English; approximately

400 words)

Clearly describe the significance of your research project making reference to the objective of this support program (refer to “4. Eligible research.”)

Applicants are required to demonstrate in their application documents that they have the expertise necessary to conduct their projects. At the same time, they are also expected to describe their projects in a way easy to understand for researchers in other areas.

(6) Project members and their tasks

When applying as a group, applicants must give a detailed description of the division of tasks among group members. Read “1. Eligibility” carefully when deciding group members. If group member(s) do not meet the eligibility requirements, the application may not be considered for selection.

(7) Details of research expenses

Fill in the breakdown of expenses for this academic year based on the research plan. Check the “Research Fund Usage Guidelines” for details on the expenses that can be reimbursed.

The Committee will be evaluating not only the contents and significance of the research projects but also the proposed use of grant funds. Give due consideration on whether the expenses seem necessary for your research activities when filling out the expense breakdown.

\*Your total expenses should not exceed the grant amount awarded. If they exceed the amount, the application will not be accepted.

\*For overseas travel expenses, enter the dates of travel or expected number of travel days in the “Dates of travel” column. You can make changes to the travel plan after submitting your application.

(8) Other grants you have been awarded or planning to apply for

In case you are receiving or planning to apply for a grant this academic year, inform us of the name of the grant(s), project title(s), selection date(s), and grant period(s), regardless of whether the contents and members of the project are the same as for this program. False statements may result in disqualification from this program. **Note that applications for multiple research grants whereby the research plan can be considered identical are not allowed.**

Application document B: Research Plan

Upload a PDF file of the research plan of up to two pages in length (no prescribed format). Please note that a research plan exceeding the designated number of pages will not be accepted. If the applicant or project has received a grant through this program in the past, the applicant must make clear the differences between the granted project and the project they plan to work on this year.

Application document C: Letter of Recommendation

Ask someone who is well-acquainted with this research to write a Letter of Recommendation and upload it as a PDF file (prescribed form). The Letter of Recommendation may be written by anyone.

The template for the Letter of Recommendation is available on the Keio University Student Website.

<https://www.students.keio.ac.jp/en/sfc/other/research-grant/>

Application document D: Bank Account Information

In order to ensure smooth processing after being selected, please register the information for the bank account to which you wish to transfer the grant via K-Support in advance.

**How to register bank account information:**

- 1) Log in to keio.jp (<https://keio.jp/>) to access K-Support
- 2) Go to My Page (on a smartphone, go to My Page from the menu on the upper right; on a computer, go to My Page on the upper right)
- 3) Scroll down the screen to the “Student’s Own Bank Account Information” section. Select the appropriate bank and branch.
- 4) After confirming that you selected the right bank and branch, enter the account number and account holder name and save the information.

**\*Make sure to enter the research project leader’s bank account details.**

#### 9. Important notes when traveling abroad for research

When traveling abroad to conduct research under this grant program, you need to comprehensively judge the circumstances including safety measures in the country or region where the research is to take place. For details, please read the notification in the link below.

Please also note that all students participating in activities overseas must enroll in the “Overseas Students Safety Management Assistance Service” designated by the Keio University Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance, as well as a comprehensive overseas travel insurance policy that meets the requirements of the aforementioned undergraduate faculties and graduate school.

An overview of overseas travel insurance and emergency assistance can be found in the following link. The details of the procedures will be provided individually to grant recipients.

<https://www.students.keio.ac.jp/en/sfc/pmei/procedure/overseas-assistance/>

#### **Inquiries**

SFC Academic Affairs Office Career Services Section (1F, Alpha Building)

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