

SPRING SEMESTER 2025  
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 capable of contributing to the future development of Asia through the planning and implementation of research projects. The program particularly supports research that will promote Japanese culture, history, thought, and technology in Asia and the Middle East. Interested students should complete an application by following the steps below after acknowledging the purpose of this program.

1. 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 and 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 categories 1) or 2) can apply as a group.

\*If applying as a group, the eligibility category to which the group corresponds will be dependent on the required qualifications for the student, who is a research project leader.

\*Those corresponding to category 1) are required to enroll in the university-designated **Overseas Students Safety Management Assistance Service (OSSMA)** provided by Emergency Assistance Japan Co., Ltd., as well as a comprehensive overseas travel insurance policy that meets the requirements of the university during the time they are overseas.

\*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 relevant semester must be refunded.

\*Students who are graduating in September 2025 are not eligible to apply.

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

2. Grant period

Tuesday, April 1, 2025–Monday, February 16, 2026

\*Grant recipients must submit their research reports by February 16, 2026

3. Grant amounts

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

It is anticipated that approximately four projects will be adopted. Only one application per project will be accepted.

4. Eligible research

- The fieldwork must have an international perspective and contribute to the future development of Asia. In particular, research that will promote Japanese culture, history, thought, and technology in Asia will be prioritized.
- During the research period specified in 2. Applicable grant period, students are required to visit the site to the extent possible and continue to implement research activities.

5. Application procedure and submission period

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

Be aware that submissions or revisions after the deadline will not be accepted. Also, make sure to consult with your 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 (SFC) → Other → Research Grants → Student's Research Grant System →

SFC Asia Masuda Research Project Support Program

(keio.jp account is required to view this page.)

**Submission period**

**10:00 , Monday, May 19–13:00, Monday, June 2, 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 late July.

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, February 16, 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.

◆ Expense report submission deadline: **16:50, Monday, February 16, 2026**

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

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

8. Application documents

Submit application documents A and B 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, 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.

\*Describe the details of your fieldwork activities, including a schedule which is final as of the date of this writing, in as much detail as possible.

### Application document C: Bank Account Information

In order to ensure smooth procedures after the selection, 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.

[https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/files/00\\_criteria\\_en\\_1.pdf](https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/files/00_criteria_en_1.pdf)

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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