

The SFC Grant for Fieldwork Research in Asia Supported by Ikai Group is a research grant program for undergraduate students who are engaged in research activities in Asia generously provided through the courtesy of IKAI Co., Ltd. Interested students, after acknowledging the purpose of this program, should make an application by following the steps below.

1. Eligible students

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 program and during the applicable grant period.

② Or, a group consisting of the above undergraduate students.

*In principle, students must be enrolled in the same faculty in the following semester. (Students who are not enrolled in the following semester are not eligible to apply to this grant program as the research results must be submitted in the following semester.) However, students who will go on to the Graduate School of Media and Governance may be allowed to apply.

*Students who are on a temporary leave of absence or studying abroad during the applicable period are not eligible to apply.

*Selected students are required to enroll in the university-designated “Overseas Students Safety Management Assistance Service (OSSMA)” as well as a comprehensive overseas travel insurance policy that meets the requirements of the university during the research period.

*Although students who have applied in the past are also eligible to apply, first-time applicants will be given priority in the selection process.

2. Applicable grant period

Saturday, February 3–Friday, March 22, 2024 <spring break period>

3. Amount of the grant

The maximum amount of the grant for a single research project will be 150,000 yen.

4. Applicable research activities

Research activities and/or research exchanges in China and other Asian countries/regions* to be conducted over the spring break period

*Eligible countries/regions include the followings:

India, Indonesia, Cambodia, Singapore, Sri Lanka, Thailand, South Korea, China, Nepal, Pakistan, Bangladesh, East Timor, Philippines, Bhutan, Brunei, Vietnam, Malaysia, Myanmar, Maldives, Mongolia, Laos, Taiwan, Hong Kong, and Macau

The Research Grant Program provides support for overseas research activities and research exchanges as part of research. When applying, carefully consider what significance the activities will have for your research and whether the research methods are appropriate for carrying out your research, in addition to the meticulous schedule planning.

*If you plan to register for courses such as “Special Research Projects” or “Field Research” from which students earn credits based on the activities during summer or spring breaks in the following semester, you may apply for this grant program for these research activities. **Note that Study Abroad Courses are excluded.**

*If you wish to combine your coursework and research activities under this grant program, carry out the procedures necessary to take the course without delay, in addition to the procedures specified for this grant program.

<Reference: Keio University Student Website>

<https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/>

5. Application method and deadline

Submit the application documents for the SFC Grant for Fieldwork Research in Asia Supported by Ikai Group 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.

Application period: 10:00, Monday, October 30–13:00, Friday, November 17, 2023 *To be strictly observed

*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 → SFC Grant for Fieldwork Research in Asia Supported by Ikai Group

*keio.jp account is required to view this page.

6. Selection method and notification

Documents screening by the Student’s Research Grant Steering Committee will be based on the submitted Planning Sheet. Applicants will be notified of the screening results through the Student’s Research Grant System by mid-January 2024.

7. Report of research results and expenses

Students selected to receive the grant will be required to submit their activity report and expense report as described below.

The deadlines for submitting the activity report and expense report are listed below. **Failure to submit the required activity report and necessary documents may result in penalties such as repayment of the grant and restrictions on future applications.**

◆ Activity report submission deadline: **16:50, Friday, June 28, 2024 *To be strictly observed**

*The final report will be posted on the Student’s Research Grant System, made public as a research result, and will also be made available for viewing by Ikai Group, the supporter of this grant program.

*If the report is incomplete, the student may be asked to resubmit the report after attending a consultation.

◆ Expense report submission deadline: **16:50, Monday, March 25, 2024 *To be strictly observed**

*Try to use up all of the grant money.

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

8. How to fill out the application

Make sure to click “Submit” after filling out the following application documents ①–④.

When applying as a group, the research project leader must fill out the application documents.

<Application document 1: Planning Sheet>

(1) Supervising faculty member

Consult with a full-time faculty member in advance, who is well-acquainted with the research topic, about submitting the application, and obtain their approval to register their name (part-time lecturers and project faculty members are not eligible to become a supervising faculty member for the research grant programs).

(2) Name of research project

The title must be concise and within 50 alphanumeric characters.

(3) Research details (within 2,000 half-width characters in English, which is approximately 400 words)

The description of the contents of the research project must be specific and easy to understand, avoiding general or abstract expressions.

(4) Significance of conducting research activities using this support program

(within 2,000 half-width characters in English, which is approximately 400 words)

Clearly describe the significance of your research activities in terms of the purpose of this support program by referring to the “4. Applicable research activities.”

When filling out the application documents, applicants are required to demonstrate that they have the necessary expertise to pursue the research project. At the same time, they are expected to explain their research in a way that will be easy to understand for researchers who are not familiar with these research fields.

(5) Research project organization

When applying for a project conducted by a group, write the names of the research project leader and research project members. The division of tasks of each student must also be clearly stated.

(6) Details of research expenditures

Fill in the expenditure breakdown by category for the academic year based on the research plan. Check the “Guidelines for Use of the Research Grants” for details on items that can be reimbursed.

In the screening process, not only the research content and the significance of the research, but also the appropriateness of the use of the fund will be evaluated. When filling out the total cost calculation, give due consideration on whether the expenditure is necessary for your research activities. The total expenditures you enter should be limited to the maximum amount of the grant. If the amount exceeds the limit, your submission will not be accepted.

(7) Grants that you have received or plan to apply for

In principle, this grant program cannot be used in combination with other grant programs.

In case you have already received a grant or plan 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. If it is discovered that a student has made a false application, the grant selection may be revoked.

Note that applications for multiple research grants whereby the research plan can be considered identical are not allowed.

<Application document 2: Research Plan>

Upload a PDF file of your research plan of up to two pages length. Please note that a research plan exceeding the designated number of pages will not be accepted. There is no designated format for the research plan. Keep the following points in mind when drafting the documents.

*Describe the details of your fieldwork activities, including the countries/regions of activity, travel period, and schedule, all of which should be given in as much detail as possible.

*In the case that the applicant or project has received grants through this grant program in the past, the applicant must clearly explain how their project has changed in their research plan.

<Application document 3: Letter of Recommendation>

Ask a full-time faculty member, who is well-acquainted with this research, to write a Letter of Recommendation and upload it as a PDF file (prescribed form). 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 4 : Bank Account Information >

In order to ensure smooth procedures after the selection, please submit the information for the bank account to which you wish to transfer the grant if selected for the support program. The submitted account information will only be used for the purpose of transferring the grant if selected for the support program.

(1) Bank Account Information Form (upload the prescribed form in PDF format)

Download the form from the following link

<https://kif2.keio.jp/jukunai/common/gak/sfc/cdp/grants.html>

Keio University Student Website (SFC) → Other → Research Grants → SFC Grant for Fieldwork Research in Asia Supported by Ikai Group → Instructions for Expenditure

(2) A copy of your bankbook (upload it in any file format)

- Submit a copy of the pages which display the bank name, branch, account type, account number, and account holder's name
- The copy should be clear so that the letters and numbers are legible when printed out
- If there is no bankbook, submit a copy of the equivalent which includes the same information as in the bankbook such as a copy of the cash card and a printout of your bank account information online (a copy of the cash card alone cannot be used as a substitute for a copy of the bankbook)
- If your cash card has a credit card function, black out the credit card number when submitting the copy so that it cannot be read or determined
- If there are multiple documents, compile them into a single file to submit

[Inquiries]

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

Tel: 0466-49-3409

Email: cdp@sfc.keio.ac.jp