

Spring Semester 2025
SFC Grant for Fieldwork Research in Asia Supported by Ikai Group

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. 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 program and during the applicable grant period.
- 2) Or, a group consisting of the above undergraduate students.
 - *Students who are graduating in September 2025 are not eligible to apply. However, those who are scheduled to enroll in the Graduate School of Media and Governance or the Graduate School of Health Management may be permitted to apply. Students who will not be enrolled in the semester following the grant period are not eligible to apply as the research report must be submitted in that semester.
 - *Students who are on a temporary leave of absence or studying abroad during the grant 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.
 - *Applicants must be full-time Keio University students.

2. Grant period

Thursday, July 31–Tuesday, September 30, 2025 <summer break period>

3. Grant amounts

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

4. Eligible research

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

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. 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 (SFC) → 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.)

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

Students selected to receive the grant will be required to submit their activity report and expense report as described below. **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, Friday, November 28, 2025**

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

*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, Friday, October 10, 2025**

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

*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 Services Section.

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._

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 with 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.**

In principle, this grant program cannot be used in combination with other grant programs. As such, if you are selected for another grant program in addition to this one, you will need to decline one of them.

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 the countries/regions of activity, travel period, and schedule, all of which should be given in as much detail as possible.

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 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

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)

Tel: 0466-49-3409

Email: cdp@sfc.keio.ac.jp