

Application Guidelines for “Incentives to Study and Conduct Research”  
Through SFC Education Promotion Foundation  
in the AY2023 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. 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 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.

2. Applicable grant period

Friday, September 22, 2023–Friday, July 26, 2024 \*deadline for submission of the report

3. Amount of the grant

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

4. Applicable research activities

- 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 method

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.

**Application period: 10:00, October 30 (Mon.)–13:00, November 17 (Fri.), 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 → Incentives to Study and Conduct Research Through SFC Education Promotion Foundation

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

## 6. Selection method

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 research results report and expense report as described below.

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

◆ Research results report submission deadline: **16:50, Friday, July 26, 2024 \*To be strictly observed**

\*The "Research Result Report" is submitted by the student to the Student's Research Grant System to be shared as research findings.

◆ Submission deadline for grant expenditures before March 2024:

**16:50, Monday, March 4, 2024 \*To be strictly observed**

Submission deadline for grant expenditures after April 2024:

**16:50, Friday, July 26, 2024 \*To be strictly observed**

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

\*Due to accounting circumstances, after being selected for the grant, you will be asked to submit two separate grant expenditure plans: one before March and one after April. The grant money will be paid to you in installments based on the plans you have submitted. This is why expense reports are needed twice. Note that purchases made in the period after submitting the first expense report and before the end of March 2024 cannot be included in either expense report. Please plan accordingly and purchase necessary supplies, materials, etc. so that they are included in the expense report. Try to use up all of the grant money.

◆ Poster presentation: Late May to early June, 2024

\*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. 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 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. The grant selection may be revoked in the case of any false declarations. **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. 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 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 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 → Incentives to Study and Conduct Research Through SFC Education Promotion Foundation → Instructions for Expenditure and Expense reports

##### (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](mailto:cdp@sfc.keio.ac.jp)