

AY2025 Framework for the Promotion of Policy Studies by SFC Students (FPPS) Grant Program  
Application Guidelines

The Framework for the Promotion of Policy Studies by SFC Students (FPPS) was established in 1999 by Keio University graduates, who solicited donations to create a fund. The FPPS receives valuable donations from the Keio alumni, members of society at large, and private corporations, and provides grants to undergraduate students who conduct fieldwork with the aim of discovering issues Japan will face in the future and exploring ways to solve them. To date, the FPPS has a 24-year history in providing grants and attaining fieldwork research results.

A major feature of this grant program is intergenerational collaboration among Keio alumni, faculty and staff members, and students. Through the presentations at the selection stage, and Q&A sessions and discussions at the interim and final report presentations, students will be able to learn the importance of analysis and ideas from multiple perspectives, conduct research in further depth, and gain personal growth. Interested students, after understanding the purpose of this program, should complete an application in accordance with the guidelines below.

1. Eligibility

Applicants must correspond to either 1) or 2) of the following:

1) A student enrolled in the Faculty of Policy Management or the Faculty of Environment and Information Studies, at the time of application and during the grant period

2) A group consisting of the above undergraduate students

\*Applications as a group are encouraged. For group applications, all members must be enrolled in the Faculty of Policy Management or the Faculty of Environment and Information Studies.

\*Selected students may not take a temporary leave of absence during the applicable grant period.

\*Application documents may be written in English. However, students are asked to present in Japanese at the second screening, as well as for the interim and final report presentations.

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

2. Grant period

Tuesday, April 1, 2024—Monday, February 16, 2026

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

3. Grant amount

To a maximum of 500,000 yen for a single project.

4. Eligible research

- The fieldwork research must be based in Japan
- The research must be empirical
- The research must be a policy study based on identifying problems and finding solutions
- The research must be future-oriented

**\*What is fieldwork?\***

Fieldwork in this grant program refers to activities which focus on visiting the location appropriate for the research theme and involving that location.

Note that simply going somewhere may not be sufficient to qualify for this grant program.

**Reference:**

Fieldwork supported by the FPPS

<https://sfc-amirai.jp/> (Japanese language only)

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.

### 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

##### • First screening (document screening)

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 **early July**.

Details of the second screening will be notified individually to those who passed the first screening.

##### • Second screening (presentation and Q&A session)

The second screening will be conducted for those who passed the first screening.

The decision on whether the grant will be awarded and the amount of the grant will be made based on the applicant’s presentation and Q&A session with the directors of the Framework for the Promotion of Policy Studies by SFC Students (FPPS).

The amount of the grant will be determined based on a comprehensive evaluation of the content of the research theme, whether it is a group or solo, location of the fieldwork, and estimated expenses such as transportation and lodging.

Date: **Saturday, July 12 \*Time TBA**

Details: 15-minute presentation and 20-minute Q&A session by each group

\*The second screening will be open to the public. The supervising faculty member of the applicant is particularly welcome to participate.

The results of the second screening will be notified within one week of the second screening.

#### 7. Reports on research and expenses

Grant recipients will be required to submit reports on their research and expenses. They will also deliver presentations at the interim report presentation and the final report presentation outlined below. Both presentations must be made in person at the venue.

See below for the submission deadlines for the reports. **Failure to attend the presentations and to submit the research report and necessary documents may result in penalties such as being forced to return the grant or being disqualified from future applications regardless of the reason.**

##### ◆ Research result report submission deadline: **16:50, Monday, February 16, 2026**

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

\*The research result report is submitted by the applicant to the Student’s Research Grant System, and shared as a research result by the university.

##### ◆ 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.

##### ◆ Interim report presentation: **mid-November (tentative)**

\*The presentation will take place during the endowed lecture, “Regional Collaboration and Fieldwork,” offered by the Framework for the Promotion of Policy Studies by SFC Students (FPPS).

##### ◆ Final report presentation: **late February–early March (tentative)**

## 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, and 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.**

### 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 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).

### 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.**

[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)