

Fall Semester 2023 Yamagishi Student Project Support Program
<For undergraduate students in their third and fourth-year
expected to advance to the next year level or graduate in September 2024>

This support program was established with funds provided by Mr. Kotaro Yamagishi, CEO of Keio Innovation Initiative, Inc., Co-Founder and Director of GREE, Inc. and Keio University Vice-President for Finance, Fundraising, and Entrepreneurial Education and Support of Keio Univ. It provides grants to undergraduate students in the Faculty of Policy Management, Faculty of Environment and Information Studies, and Faculty of Nursing and Medical Care to support their research projects. The program supports research that embodies the SFC spirit to impact society and reach out to the real world. Interested students should make an application by following the steps below.

1. Eligibility

Third and fourth-year undergraduate students who (1) plan to register for either Seminar A, Seminar B, or Graduation Project 2 (courses offered at the Faculty of Policy Management and the Faculty of Environment and Information Studies) in the spring semester of Academic Year 2024, and (2) plan to conduct research projects between the fall semester of Academic Year 2023 and the spring semester of Academic Year 2024, are eligible to apply.

※Please note that this time the scholarship is intended for students expecting to advance to the next year or graduate in September. Therefore, students of the Faculty of Nursing and Medical Care are not eligible to apply.

2. Applicable grant period

Friday, September 22, 2023–Friday, July 26, 2024 (deadline for submission of the report)

3. Amount of the grant

The amount of the grant for a single research project will be as follows:

- Maximum of JPY 300,000 for a project on a single theme (individual or group)
- Maximum of JPY 500,000 for a project with an interdisciplinary theme (group)

A total of approximately 3 projects will be selected. Only one application will be accepted per project. Applications for grants larger than the maximum amount will be deemed invalid.

4. Applicable research activities

- Research that embodies the SFC spirit to reach out to the real world
- Research that creates an impact on society

5. Application method and deadline

Submit “Application documents of the Yamagishi Student Project Support Program” via the Keio University Student’s Research Grant System. Please note 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 a.m., Monday, October 30, 2023 to 1:00 p.m., Friday, November 17, 2023 (deadline strictly enforced)

*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 → Yamagishi Student Project Support Program

6. Selection method and notification

Document screening by the Yamagishi Student Project Support Program Steering Committee will be based on the submitted Planning Sheet and Research Plan. 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 for the support program will be required to submit their research results and an expense report, as well as deliver a presentation at the joint presentation session that will be held in late July 2024 (tentative).

The deadlines for submitting the research results 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.**

- ◆ Research results submission deadline: **16:50, Friday, July 26, 2024 *To be strictly observed**
 *The research result is submitted by the applicant to the Student's Research Grant System to be shared as research findings.
- ◆ Expense report submission deadline:
 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.

8. How to fill out the application

Make sure to click "Submit" after uploading the application documents ①, ②, and ③.

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 project (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 the research plan of up to two pages in 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 current project has since differed in their research plan.

<Application document ③ : 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 → Yamagishi Student Project Support Program → Guidelines for Use of the Research Grants and Expenses 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]
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