

Fall Semester 2024 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 2025*

This support program was established with funds provided by Mr. Kotaro Yamagishi, CEO of Keio Innovation Initiative, Inc., Co-Founder of GREE, Inc. and Vice-President for Finance, Fundraising, and Entrepreneurial Education and Support of Keio University. 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 is aimed at supporting research that embodies the SFC spirit to impact society and reach out to the real world. Interested students should complete their applications in accordance with the guidelines 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 in the fall semester of Academic Year 2024 and the spring semester of Academic Year 2025, are eligible to apply.

Please note that at this time, the grant 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. Grant period

Tuesday, September 24, 2024 – Monday, July 28, 2025

*Grant recipients must submit their research reports by July 28, 2025.

3. Grant amounts

The amounts of the grant will be as follows:

- Maximum of 300,000 JPY for a project on a single theme (individual or group)
- Maximum of 500,000 JPY 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. Eligible research

- Research that embodies the SFC spirit to reach out to the real world
- Research that impacts society

5. Application procedure and submission period

Application procedure

Submit “Application documents of the Yamagishi Student Project Support Program” via the Keio University 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 → Yamagishi Student Project Support Program

Submission period

10:00 a.m., Friday, October 18, 2024 to 1:00 p.m., Thursday, October 31, 2024*

***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 mid-January 2025.

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 joint presentation session that is tentatively scheduled in late July 2025. See below for the submission deadlines for the reports. **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, Monday, July 28, 2025**

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

***Reports will be posted on the Student's Research Grant System and shared as research findings.**

- ◆ Expenses report submission deadlines:

Deadline for expenses before and in March 2024: **16:50, Wednesday, March 5, 2025**

Deadline for expenses in and after April 2024: **16:50, Monday, July 28, 2025**

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

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

***Due to accounting procedures, the grant funds will be provided in two installments. As such, the grant recipient will be asked to submit two expenses plans separately: one for your expenses up until March 5, and the other for expenses from April 1 through July 28. This means you cannot make expenses between March 6 and March 31, as they will not be included either in your first or second expenses report. Please plan accordingly, ensuring that all expenses will be included in the reports. The grant recipients are expected to use up the full amount of the grant awarded.**

8. Application documents

Make sure to click "Submit" after uploading the application documents A, B, and C.

When applying as a group, the research project leader must fill out the application documents through their keio.jp account.

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 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: 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 this program. The information submitted will be used only for the purpose of transferring the grant to the accounts of grant recipients.

(1) Bank Account Information Form (upload the prescribed form as a PDF file)

Download the form from the following link

<https://keio.box.com/v/grants-forms>

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 as a PDF or PNG file

- Submit copies of pages which show the bank name, branch, account type, account number, and account holder's name.
- The copies 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 is not considered 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.
- If there are multiple documents, compile them into a single file to submit.

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.

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

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