

[For the activity during Springbreak in 2020]
**SFC Grant for Fieldwork Research in China Supported by IKAI Group
Application Guide**

“The SFC Grant for Fieldwork Research in China Supported by IKAI Group,” provided through the courtesy of the IKAI Group, is a research grant for undergraduate students carrying out fieldwork in China or Taiwan. It is awarded to students who register certain courses once they have passed the selection process and completed their fieldwork activity.

Eligibility Criteria

Applicants must be an undergraduate student who plans to go Asian regions including China for research investigation activities and research exchange, plan to register one of the above listed courses, and in principle, be enrolled for the semester following fieldwork. Students advancing to the Graduate School of Media and Governance may also be considered, depending on quotas. Students conducting research at SFC or TTCK during semesters are eligible, however, application while studying overseas is not accepted.

Students going on to the Graduate School of Media and Governance in the semester following fieldwork may also be considered, depending on quotas. International students enrolled at SFC who meet the above listed criteria are eligible to apply.

Eligible Fieldwork Locations

China and Asian regions.* Regarding local investigation fieldwork in Guizhou Province, China, fieldwork cooperation may be available from the IKAI Group, so please discuss accordingly.

*Eligible countries are as follows:

India, Indonesia, Cambodia, Singapore, Sri Lanka, Thailand, South Korea, China, Nepal, Pakistan, Bangladesh, East Timor, The Philippines, Bhutan, Brunei, Vietnam, Malaysia, Myanmar, Maldives, Mongolia, Laos, Taiwan, Hong Kong, and Macau.

Target Fieldwork Period

During the period of January 30, 2020 - March 31, 2020

Grant Amount

Maximum JPY 150,000 per person or group

breakdown: Round-trip airfare

Accommodation fee of JPY 2,000x number of days of stay (max. 25 days)

- When settling expenses for round-trip airfare, submission of receipts and a breakdown of the airfare is required. These must clearly specify details such as fuel surcharge, airport tax, etc.
- Please note that costs exceeding the grant maximum will not be covered. The grant maximum may differ depending on the academic year and/or the application period.

Application Method

Please submit the “SFC–IKAI Fieldwork Research in Asia Activity Plan” (download the designated form from the Website) to CDP Office/Career Services Section during the following period:

Monday, December 16, 2019 - Friday, December 20, 2019

during office hours:09:15 a.m.-04:50 p.m.

Screening Method

Document screening. In some cases, those who pass the document screening may also be required to undergo an interview.

Others:

Please obtain sufficient instructions regarding the “SFC–IKAI Fieldwork Research in Asia Activity Plan” from a faculty member in charge before submittal.

Important Notes

- This grant is not for the Overseas Language Program.
- The “SFC–IKAI Fieldwork Research in China Activity Plan” will not be accepted without comments from the research advisor. In addition, the research advisor must be a full-time (non-tenured permitted) faculty member.
- It is mandatory for all students participating in courses held overseas (Study Abroad Courses in Language Communication Courses / Special Research Projects / Fieldwork Research, etc.) to enroll in Emergency Assistance Japan Co., Ltd.’s Overseas Students Safety Management Assistance service and a comprehensive overseas travel insurance policy which meets the requirements set by Keio University.
- The procedure for settling expenses will be explained, among other matters, at the pre-departure orientation. The date and time of this orientation will be announced through email.
- After returning from overseas, submit a “SFC–IKAI Fieldwork Research in China Activity Report.” A briefing session will also be held, at which you will be required to present research results.
- If the “SFC–IKAI Fieldwork Research in China Activity Report” is found to be inadequate, follow-up guidance and resubmission of the report will be required.
- As a general rule, candidates are not permitted to receive other grants for the same fieldwork.
- For group applications, submit one copy of the “SFC–IKAI Fieldwork Research in China Activity Plan.”
- Previous applicants may re-apply for the grant, although new applicants will be given priority in the selection process.
- Grant-related communications will be conducted primarily through email. Please check your email regularly.

Flow of Procedures

1. Submission of “SFC–IKAI Fieldwork Research in China Activity Plan”
2. Screening (Document screening. Interviews may be required in some cases.)
3. Candidates individually notified of screening results
4. Pre-departure orientation for successful candidates
5. Successful candidates carry out fieldwork activities during the university break period
6. Registration of courses indicated in the application in the following semester
If courses indicated in the application are not registered, the grant will be cancelled
7. Submission of “SFC–IKAI Fieldwork Research in China Activity Report” and presentation of results at briefing session

To Students who are planning to register for Field Research 1 / 2 in Spring Semester 2020

- If registering for Field Research 1or 2 and receiving the grant, applications and reports are required for both the course and the grant, as follows:
 - Field Research 1or 2
Submission before fieldwork: Field Research 1or 2 Activity Plan and Pledge
Submission after fieldwork: Field Research 1or 2 Fieldwork Activity Report
 - SFC Grant for Fieldwork Research in China Supported by IKAI Group
Submission before fieldwork: SFC–IKAI Fieldwork Research in China Activity Plan
Submission after fieldwork: SFC–IKAI Fieldwork Research in China Activity Report
- The actual research duration of Fieldwork Research should be at least forty-five hours. For details, see the guideline for “Fieldwork-related Subjects Registration "Field Research 1/2" (for Undergraduate Students)”.

< Student Website >

<https://www.students.keio.ac.jp/en/sfc/pmei/class/registration/>