

Application Guidebook

FALL SEMESTER 2022

SFC ASIA MASUDA RESEARCH PROJECT SUPPORT PROGRAM

(For undergraduate and graduate students)

This support program was established with funds provided by the Masuda Educational Foundation. It provides research grants to Japanese students and international students from countries and regions in Asia who are in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Graduate School of Media and Governance. This program aims to develop individuals with an international perspective capable of contributing to the future development of Asia through the planning and implementation of research projects.

The program particularly supports research that will promote Japanese culture, history, thought, and technology in Asia and the Middle East. Interested students should complete an application by following the steps below.

1. Criteria for Eligibility

Must correspond to either of the following 1) or 2)

- 1) Students who, as of the semester in which the research is to be conducted, are in their second year or above in the Faculty of Policy Management or the Faculty of Environment and Information Studies, or students in the Graduate School of Media and Governance, who are planning continual long-term research at universities, graduate schools, or institutions in countries or regions in Asia (except for Japan).

<Must be a student with a Japanese citizenship or a student with foreign citizenship with a status of residence as the following>

Must be: permanent resident, special permanent resident, child or spouse of Japanese national, child or spouse of permanent resident, or long-term resident.

- 2) International students who are from countries or regions in Asia who are conducting research on themes related to Japan, in principle, in Japan.

<Required Qualifications>

Must be enrolled at a Japanese university or graduate school and hold a foreign citizenship and a “student visa.”

*Students who correspond to categories 1) or 2) can apply as a group.

*If applying as a group, the eligibility category to which the group corresponds will be dependent on the required qualifications for the student who will lead that group.

*Those corresponding to category 1) are required to enroll in the university-designated “Overseas Students

Safety Management Assistance Service (OSSMA)” provided by Emergency Assistance Japan Co., Ltd., as well as a comprehensive overseas travel insurance policy that meets the requirements of the university during the time they are overseas.

*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 relevant semester must be refunded.

2. Research topics to be covered

- The fieldwork must have an international perspective and contribute to the future development of Asia. In particular, research that will promote Japanese culture, history, thought, and technology in Asia will be prioritized.
- During the research period specified in “3. Applicable grant period,” students are required to visit the site to the extent possible and continue to implement research activities.

3. Applicable grant period

Thursday, September 22, 2022 – Friday, July 28, 2023

4. Amount of the grant

The maximum amount of the grant for a single research project will be 1,200,000 yen.

It is anticipated that around four projects will be adopted. Only one application per project will be accepted.

5. Application method and deadline

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, Monday, November 28 - 13:00, Friday, December 9, 2022 (deadline strictly enforced)

- 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 → SFC Asia Masuda Research Project Support Program
*keio.jp account is required to view this page.

6. Selection method and notification

Documents screening by the SFC Asia Masuda Research Project Support Steering Committee will be based on the research plan.

Applicants will be notified of the screening results through the Student's Research Grant System **by late January 2023**.

Screenings will be conducted in accordance with the following criteria.

- (1) The research theme is appropriate
- (2) Fieldwork is appropriate as a means to conducting the research
- (3) The applicant must report results to a given level within the applicable period
- (4) The budget plan is detailed and accurate

7. Report of research results and expenses

Students selected for the support program must submit their research results and an expense report, and make a presentation at the progress report sessions held by the steering committee. The deadlines for submitting the research results and expense report, as well as the dates for the progress report sessions are listed below.

◆ Research results submission deadline:

16:50, Friday, July 28, 2023 *To be strictly observed

◆ Expense reports submission deadline:

Submission deadline for grant expenditure before March 2023:

16:50, Monday, March 13, 2023 *To be strictly observed

Submission deadline for grant expenditure after April 2023:

16:50, Friday, July 28, 2023 *To be strictly observed

*Selected students will be asked to submit two separate grant expenditure plans due to accounting circumstances; one before March and one after April. The grant money will be paid to you in installments based on the submitted plans. Accordingly, it is also required that expense reports be submitted separately. Try to use up all of the grant money.

*Submit expense reports and original receipts (領收書; photocopies are not accepted) directly to the Career Services Section.

◆ Progress Report Sessions

Further details will be provided individually.

8. How to fill out the application

Make sure to click "Submit" after filling out the following application documents 1 and 2.

<Application document 1: Planning Sheet>

(1) Name of research project

The title must be concise and within 50 alphanumeric characters.

(2) Research details

The description of the contents of the research project must be specific and concise, avoiding general or abstract expressions.

(3) Reasons for applying for the “SFC Asia Masuda Research Project Support Program”

Describe your research clearly based on the significance of your research with reference to the aforementioned criteria.

(4) 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.

(5) Details of research expenditures

Fill in the expenditure details for the current academic year based on the research plan with reference to “Instructions for Expenditures” which is posted on the Keio University Student Website along with these application guidelines.

There may be instances where expenditures for travel expenses and local transportation expenses will not be approved, based on the SFC Basic Policy for Maintaining Education and Research Activities and other guidelines. Make sure to describe in your research plan an alternative method for conducting research in the case that you do not make expenditures for travel expenses and local transportation expenses as planned.

(a) “Travel expenses” applies to expenses for domestic and overseas travels deemed necessary for survey, research, research meetings, etc. The estimate will be based on the rules set forth by Keio University.

(b) Materials for experiments, research instruments, stationary, etc., that cost less than 100,000 yen (including tax) per item or set will be considered “consumables,” and those that cost between 100,000 yen and 200,000 yen (including tax) per item or set will be considered “equipment.” Software may be considered “consumables” even if it costs 200,000 yen or more.

(c) Services that may be paid as honorarium are only limited to “distribution and collection of surveys/questionnaires.” The rate for honorarium payments should be in accordance with Keio University’s regulations.

(d) “Miscellaneous expenses” include expenses for meetings (excluding consumption of food and/or drinks by students), local transportation, correspondence and shipping, and printing.

Expenses that cannot be reimbursed:

- Construction fees for buildings and other facilities
- Monthly payment, etc., where an employment relationship would arise
- Expenses for which it is difficult to distinguish between official and private use such as purchases of and bills for mobiles/telephones, as well as internet bills

- Car rentals, gasoline
- Products for which the warranty and/or support periods span over multiple academic years (e.g., a three-year antivirus software)
- Expenses for the OSSMA and the comprehensive overseas travel insurance for the period during which activities that are not related to the research are conducted.
- Academic fees, tuition, etc.
- Annual membership fees for academic society
- Other expenses that are not directly related to the research covered by this support program (such as alcoholic beverages)

(6) Grants that you have received or plan to apply for

If you have already received a grant or plan to apply for any this academic year, list the name of the grant, the title of the project, the selection date, and the grant period, regardless of if 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. Keep the following points in mind when completing the documents.

* Describe the details of your fieldwork activities, including a schedule which is final as of the date of this writing, in as much detail as possible.

*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.

[Inquiries]

SFC Academic Affairs Office Career Services Section (1F, Alpha Building)

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