**SFC Asia Masuda Research Project Support System**

**Research Plansheet (Domestic)**

**Date of Application**　Year: 20\_\_\_\_ Month: Day:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | | | | | | | | | |
| ●Student ID number | | | | | ●Contact  Cell Phone:  Email: | | | | | | | | |
| ●Faculty / Graduate School  Faculty of Policy Management  Faculty of Environment and Information Studies  Graduate School of Media and Governance  Other ( ) Year: | | | | |
| ●Name:  ●Seal/Signature:  ※If applying as a group, write the name of the group leader.  List the other members in the column at the end of this form. | | | | | ●Emergency Contact (friend or family member in Japan)  \*only fill out if leaving Japan  Name:  Cell Phone:  Email: | | | | | | | | |
| **Information on Your Research** | | | | | | | | | | | | | |
| ●Research theme | | | | | | | | | | | | | |
| ●Research contents | | | | | | | | | | | | | |
| ●Research period (mm/dd/yy)  From / / / to / / / | | | | | ●Prefecture and city where the research will be conducted | | | | | | | | |
| ●How do you expect your research to contribute to the development of Asia and the Middle East? | | | | | | | | | | | | | |
| ●Research grants that you are receiving or otherwise applying to (list the name and amount of the grant)  \*Attach a copy of your Research Plan for the research grant. | | | | | | | | | | | | | |
| ●Clearly explain how you have prepared to conduct your research. (You may attach a separate piece of paper.) Example: Describe what your survey or investigation will entail, including information on the research target, print-outs of emails for appointments, a description of someone you plan to interview, or details of the interview. | | | | | | | | | | | | | |
| ●Research Schedule (you may attach a separate piece of paper)  <be aware of the following point when creating your research schedule>  ・You must clearly state the nature of your activities in detail. In the case of a group, clearly write the schedule of each member along with the division of roles. | | | | | | | | | | | | | |
| Example: On 8/10, member A will interview 20 people at (place). | | | | | | | | | | | | | |
| ●Receive the comments below and seal or signature of your Academic Advisor on your research, its progress, evaluation, and future prospects.  (in the case that the Academic Advisor is not a full time faculty member at SFC, you are required to receive the comments and seal or signature from a full time faculty member at SFC in addition to that of your Academic Advisor)  Academic Advisor　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_　Seal/Signature  　Email address　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full time faculty member at SFC (only if required)　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_　Seal/Signature  　Email address　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
| Research Expense Plan | | | | | | | | | | | | | |
| Research Expenses Round down to the nearest 1000 yen | | Total Research Expenses  (in 1000 yen denominations) | Breakdown (in 1000 yen denominations) | | | | | | | | | | |
| Overseas Travel Expenses | Domestic Travel Expenses | | | Supplies Expenses | | | Honorarium | | | Miscellaneous |
|  |  |  | | |  | | |  | | |  |
| Overseas Travel Expenses　※Insert rows if necessary　　　　　　　　　　　　　　　　　　(in 1000 yen denominations) | | | | | | | | | | | | | |
| Description　(destination etc.) | | | | | Cost | | | | Traveler | | | Date | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
| Total | | | | |  | | | |  | | |  | |
| Domestic Travel Expenses ※Insert rows if necessary　　　　　　　　　　　　　　　　　　　(in 1000 yen denominations) | | | | | | | | | | | | | |
| Description　(destination etc.) | | | | | Cost | | | | Traveler | | | Date | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
|  | | | | |  | | | |  | | |  | |
| Total | | | | |  | | | |  | | |  | |
| Explanation of supplies etc. List “miscellaneous” separately by type, such as for meetings, local transportation, correspondence and shipping, printing, computer usage, photo-developing, photo-finishing, and machine repair.  　　　※Insert rows if necessary (in 1000 yen denominations) | | | | | | | | | | | | | |
| Supplies | | | Honorarium | | | | | Miscellaneous | | | | | |
| Name | Cost | | Description | | | Cost | | Description | | | Cost | | |
|  |  | |  | | |  | |  | | |  | | |
|  |  | |  | | |  | |  | | |  | | |
|  |  | |  | | |  | |  | | |  | | |
|  |  | |  | | |  | |  | | |  | | |
|  |  | |  | | |  | |  | | |  | | |
|  |  | |  | | |  | |  | | |  | | |
|  |  | |  | | |  | |  | | |  | | |
|  |  | |  | | |  | |  | | |  | | |
| Total |  | | Total | | |  | | Total | | |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the applicant(s)( list those other than the leader if a group)** ※Insert rows if necessary | | | | | | |
| Faculty/Graduate School | Student ID Number | Student Year | Name | Signature / Seal | Cellphone Number | Email Address |
|  |  | Year |  |  |  |  |
|  |  | Year |  |  |  |  |
|  |  | Year |  |  |  |  |
|  |  | Year |  |  |  |  |
|  |  | Year |  |  |  |  |