**SFC Asia Masuda Research Project Support System**

**Research Plansheet (Domestic)**

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

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| **Applicant Information** |
| ●Student ID number | ●ContactCell Phone:Email: |
| ●Faculty / Graduate SchoolFaculty of Policy ManagementFaculty 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 JapanName: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 ExpensesRound 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 |
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| Total |  |  |  |
| 　　Domestic Travel Expenses ※Insert rows if necessary　　　　　　　　　　　　　　　　　　　(in 1000 yen denominations)　　　　　　　　　　　　　　　　　　　　　　　　 |
| Description　(destination etc.) | Cost | Traveler | Date |
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| 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 |
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| Total |  | Total |  | Total |  |

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| **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 |  |  |  |  |