Application Guidelines for "Incentives to Study and Conduct Research"
Through SFC Education Promotion Foundation in the AY2022 Fall Semester

"The SFC Education Promotion Foundation" was established by, and is provided through the kind generosity of, The Johnan Shinkin Bank. "Incentives to Study and Conduct Research" is a research grant funded by this Foundation, to support students' study and research activities.

Interested students should make an application by following the steps below.

1. Eligible students
    1) - Undergraduate students enrolled in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Faculty of Nursing and Medical Care at the time of application for this grant and during the applicable grant period.
    2) - Or, groups of Keio University students consisting primarily of the undergraduate students stated above
    *In case of applications as a group, the representative must be a student in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Faculty of Nursing and Medical Care.
    *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 semester must be refunded.

2. Applicable grant period
    Thursday, September 22, 2022 –Friday, July 28, 2023 *deadline for submission of the report

3. Amount of the grant
    To a maximum of JPY 300,000 for a single project

4. Application method
    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, October 31 (Mon.) –13:00, November 18, 2022 (Fri.) [to be strictly observed]

    ● 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 → Incentives to Study and Conduct Research Through SFC Education Promotion Foundation

*keio.jp account is required to view this page.

5. Selection method

Documents screening by the Student's Research Grant Steering Committee will be based on the submitted Planning Sheet. 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)   Research theme is appropriate (*cross-disciplinary research across Kenkyukai is welcome)

(2)   "Name of research project" in the "Planning Sheet" of the application documents appropriately expresses the content of the research

(3)   Research is conducted taking approaches and techniques which are unique to and compatible with SFC

(4)   Research puts emphasis on survey, experimentation, and creativity

(5)   You must report results to a given level within the applicable period

(6)   The budget plan is detailed and accurate

(7)   The research to be conducted using this grant money must be connected to the planning or implementation of your graduation project

6. Report of research results and expenses

Students selected to receive the grant will be required to submit their research results and expense reports as described below.

The deadlines for submitting the research results and expense reports are as listed below. Failure to submit the required result report and necessary documents may result in penalties such as refund of the grant or restrictions on acceptance for applications in the future.

◆ Research results submission deadline: 16:50, Friday, July 28, 2023 *To be strictly observed

The "Research Result Report" is submitted by the student to the Student's Research Grant System, and then shared as a research result by the university.

◆ Expense reports submission deadline:

Submission deadline for grant expenditure before March 2023: 16:50, Monday, March 6, 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 (領収書; photocopies are not accepted) directly to the Career Services Section.

◆ Poster presentation: Late May to early June, 2023

Selected students are required to present the poster on the Student's Research Grant System as a research overview and interim report. Details will be notified to the selected students.

7. How to fill out the application

Make sure to click "Submit" after filling out the following application documents 1–3.

<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 "Incentives to Study and Conduct Research" Through SFC Education Promotion Foundation

Describe your research clearly based on the significance of your research with reference to the aforementioned criteria. Note that it is recommended that the research theme will be cross-disciplinary across your research at *Kenkyukai*.

(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 "Regarding Expense Reports (reading required)" which is posted on the Keio University Student Website along with these application guidelines.

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

In case you have already received a grant or plan 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. If it is discovered that a student has made a false application, the grant selection may be revoked. 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 length. There is no designated format for the research plan. 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.

<Application document 3: Letter of Recommendation>

Ask someone who is well-acquainted with this research to write a Letter of Recommendation and upload it as a PDF file (prescribed form). The Letter of Recommendation may be written by anyone. The template for the Letter of Recommendation is available on the Keio University Student Website. https://www.students.keio.ac.jp/en/sfc/other/research-grant/

[Inquiries]

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