

Application Guidelines for “Incentives to Study and Conduct Research” Through SFC Education Promotion Foundation in the AY2023 Spring 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 after acknowledging the object of this research grant program.

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

Saturday, April 1, 2023–Friday, February 16, 2024 *deadline for submission of the report

3. Amount of the grant

To a maximum of JPY 300,000 for a single project

4. Applicable research activities

- Research is conducted taking approaches and techniques which are unique to and compatible with SFC
- Research puts emphasis on survey, experimentation, and creativity
- Cross-disciplinary research across Kenkyukai is welcome

5. 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, May 15 (Mon.)–13:00, June 2 (Fri.), 2023 [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.

6. 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 July 2023.

7. Report of research results and expenses

Students selected to receive the grant will be required to submit their research results report and expense report 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 repayment of the grant and restrictions on future applications.**

- ◆ Research results report submission deadline: **16:50, Friday, February 16, 2024 *To be strictly observed**
*The "Research Result Report" is submitted by the student to the Student's Research Grant System to be shared as research findings.
- ◆ Expense report submission deadline: **16:50, Friday, February 16, 2024 *To be strictly observed**
*Submit expense report and original receipts (領収書; photocopies are not accepted) directly to the Career Services Section.
- ◆ Poster presentation: Late November to early December, 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.

8. How to fill out the application

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

When applying as a group, the research project leader must fill out the application documents.

<Application document 1: Planning Sheet>

(1) Supervising faculty member

Consult with a full-time faculty member in advance, who is well-acquainted with the research topic, about

submitting the application, and obtain their approval to register their name (part-time lecturers and project faculty members are not eligible to become a supervising faculty member for the research grant programs).

(2) Name of research project

The title must be concise and within 50 alphanumeric characters.

(3) Research details

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

(4) Significance of conducting research activities using this support program

Clearly describe the significance of your research activities in terms of the purpose of this support program by referring to the “4. Applicable research activities.”

When filling out the application documents, applicants are required to demonstrate that they have the necessary expertise to pursue the research project. At the same time, they are expected to explain their research in a way that will be easy to understand for researchers who are not familiar with these research fields.

(5) 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.

(6) Details of research expenditures

Fill in the expenditure breakdown by category for the academic year based on the research plan. Check the “Guidelines for Use of the Research Grants” for details on items that can be reimbursed.

In the screening process, not only the research content and the significance of the research, but also the appropriateness of the use of the fund will be evaluated. When filling out the total cost calculation, give due consideration on whether the expenditure is necessary for your research activities.

(7) 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. 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 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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