

## Call for applications for research grants for the 2021 academic year

Our research grants are intended to partially cover the cost of research activities. For payment, original copies of receipts for an amount equal to, or higher than, the amount of the grant must be sent to the Keio SFC Academic Society. Starting this year, relevant information must also be entered using the designated Google Form. Also, please read the new application requirements carefully before applying, as some points differ from previous years.

For four of the five grant categories [(A) Research presentation at academic conference ; (C) Networking activity or research camp for seminar class; (D) Investigation study and fieldwork; and ( E ) Hosting a research workshop], application forms must be submitted on or before the date of the activity (plan) that is the subject of the application. Please apply after decisions have been made on factors such as participants, costs, content, and details of venue, etc. Retrospective applications cannot be accepted for any reason. For category (B) Research presentation (academic journal publishing fees), receipts must be dated in the 2021 academic year.

The closing dates for submission of application forms for the 2020 academic year are listed below. These deadline dates apply to all grant categories, i.e., (A), (B), (C), (D), and (E).

1st round: 4PM on May 10, 2021

2nd round: 4PM on July 12, 2021

3rd round: 4PM on Oct. 25, 2021

4th round: 4PM on Feb. 7, 2022

Applicants will be notified of the result of the application by email within one month of the closing date. If no notification is received after one month, please contact the office.

### ■ Purpose of the grant

The Keio SFC Academic Society created a foundation in 2003 to offer research grants to SFC faculty members, to SFC undergraduate and graduate students, and to other members of the Society. Since then, it has supported research activity by members, expanding the range of activities covered. Supported activities include announcement of research results in Japan or overseas, publication of research papers, residential workshops, field studies, and the hosting of symposiums. In all cases, after completion of the activity, a report on its outcome must be produced and published. It is also recommended that the outcome is published on the Society's Open Research Forum (see separate application form) or at an academic conference in Japan or overseas.

### ■ Fundable items

Fundable items are travel costs (transport and accommodation), academic conference participation fees, venue costs, printing costs (including binding, etc.), mailing costs (including stamps), and academic journal publication fees. Please note, the cost of paper and ink is not recognized as a printing cost. For more details, please see the "Application Form Completion Instructions and Grant Calculation Rules."

※Travel costs (transport and accommodation) related to participation in an academic conference and academic conference participation fees, whether in Japan or overseas, refer only to participation

to announce results as the lead author (or lead researcher). Group applications are not accepted. Neither can the grant be used to fund social events or annual membership fees.

■ Grant categories

(A) Research presentation at academic conference

Grants in this category can be used to partially fund fees for participation in an academic conference at which the applicant will announce research results, and to partially fund the cost of travel (transport and accommodation) to such a conference, on the condition that the applicant has been officially invited to speak or to present a poster, as the lead author (or lead researcher). Please submit a copy of the official notification that the research in question has been accepted for presentation at the conference in question, or an official conference program naming the applicant, at the time of application if possible (and at the latest with the outcome report). Without such documentation, no grant will be paid.

(B) Journal publishing fees

The grant can be used to partially fund fees for the publication of papers accepted for publication in an academic journal, and on which the applicant is the lead author. Please submit the whole text of the published article.

(C) Networking activity or research camp for seminar class

Applications will only be accepted from members of the teaching staff who are full members of the Society. Partial funding is available for students' travel costs (accommodation and transport) and venue costs for activities aimed at academic exchange (mainly residential and other workshops with high educational significance). Only students who are members of the Society can apply for the students' travel cost grant. Travel costs for teaching staff, other members of staff, or for people from outside the University will not be funded.

(D) Investigative study and fieldwork

Travel costs (transport and accommodation) to conduct surveys or fieldwork in Japan or overseas, printing costs, and mailing costs will be partially funded. The travel costs of people from outside the University will not be funded.

(E) Hosting a research workshop

When workshops are hosted with the intention of the exchange of research information with others from outside the University, venue costs, printing costs, and mailing costs will be partially funded. Priority will be given to events that contribute to the public good (such as symposiums with content of interest to a large number of people in which all Society members can participate).

■ Those eligible to apply

Undergraduate students in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Faculty of Nursing and Medical Care; graduate students in the Graduate School of Media and Governance or the Graduate School of Health Management; members of the

Keio SFC Academic Society.

#### ■ Grant amounts

Applications are screened and approved or rejected by the Grant Screening Committee. For approved applications, the cost of research activities is partially funded, in accordance with the grant calculation rules below. The maximum grant payable per application is ¥300,000 for grant categories (A), (C), and (D), and ¥100,000 for grant categories (B) and (E).

#### ■ Application deadlines

##### ○ Application deadline dates for grant categories (A), (C), (D), and (E)

Applications must be submitted on or before the date of the activity (plan) to which the application refers. Please submit the application ahead of the date of the activity, once decisions have been made about participants, costs, content, and details of the venue, etc. Applications cannot be accepted on the date of the activity or later for any reason. This current call for applications refers to the 2021 academic year and so concerns activities held from Apr 1, 2021 through March 31, 2022. All documentation must be submitted, and all procedures completed by the end of March 2022. If the activity is taking place in the period from Mar 10, through Mar 31, 2022, or will straddle the end of the academic year (e.g. it will be held in the period from Mar 29 through Apr 1), please contact the office by November 2021. Please note, if the activity is set to occur on or after Apr 1, 2022, it will be covered by next year's (2022) grant application process. For further clarification, please contact the office. Please also bear in mind the following:

- Date of graduation: Applicants must be members of the Society on both the date of submission of the application and the date of the activity (plan) to which the application refers. Please note that being a student of Keio University indicates that you are a member of the Society.
  - Date of the activity (plan) to which the grant application refers: Applications will only be accepted for activities occurring on or after the date on the application and within the academic year in which the application is made.
  - Deadline for submission of report: Three weeks after the final day of the activity (plan) in question.
  - Payment from the Keio SFC Academic Society: Within two weeks of submission of the report.
- For reports submitted in March, execution occurs before the end of the academic year.

##### ○ Application deadline dates for grant category (B)

Applications should be made in the same academic year as the date of the receipt. As the current call for applications relates to the 2021 academic year, it invites applications regarding papers whose receipts are dated from Apr 1, 2021 through Mar 10, 2022. If relevant receipts are expected to be dated from Mar 10 through Mar 31, 2022, please contact the office by the end of January 2022. Please also bear in mind the following:

- Date of graduation: Applicants must be members of the Society on both the date of the submission of the paper and on the date of submission of the application. Please note that being a student of Keio University indicates that you are a member of the Society.
- Eligible papers: Application must be submitted in the same academic year as the date on the relevant receipt (it is permissible for the paper submission date to be in the 2019 academic year).
- Deadline for submission of report: Three weeks after the date on the relevant receipt.
- Timing of payment from the Keio Academic Society : Within two weeks of submission of the

report. For reports submitted in March, execution occurs before the end of the academic year.

■ The role of the supervisor

When implementing your research question, please decide on a supervising member of the teaching staff and accept guidance for the application stage. Supervisors are asked to offer support and guidance to the applicant at every stage, from proposal of the plan through the report on the outcome. Please note, if a problem arises, the supervisor is sometimes asked to submit a report after the event. Please note that, because the supervisor must be a member of the Society<sup>※1</sup>, members of the teaching staff who have not yet joined the Society are asked to undertake the membership application procedure. For a detailed guide on becoming a member, please see <http://gakkai.sfc.keio.ac.jp>.

※1 The following people are members of the Society

Professors, associate professors, and lecturers with tenure at the Faculty of Policy Management, the Faculty of Environment and Information Studies, and the Graduate School of Media and Governance; professors, associate professors, lecturers with tenure, and assistant teachers (on fixed-term contracts) at the Faculty of Nursing and Medical Care and the Graduate School of Health Management; and others who have paid the Society's subscription fees.

## Application Form Completion Instructions and Grant Calculation Rules

### ■Application format

The application format varies according to the grant category. Please download the relevant forms from <http://gakkai.sfc.keio.ac.jp/foundation>.

### ■Principles underlying the grant calculation rules

The grant amounts payable are calculated using formulas in accordance with the relevant rules. When entering grant amounts on the application form, please calculate the amount in accordance with the grant calculation rules for each grant category. On the “statement of activity costs,” please enter the actual costs (estimates permitted) incurred by the activity.

This scheme of grants to support research activities, in principle, “partially funds” the cost of relevant activities, with the intention of reducing the financial burden placed by the activity (plan) on applicants and students. Whatever the actual amount paid by the applicant, the amount of grant relating to transport and accommodation costs payable is calculated using the grant calculation rules. Applicants are urged not to deliberately plan activities so that their costs stay just within the maximum amount that will be covered by the grant.

Furthermore, in terms of research content, if the necessity to change venue arises, please submit the reason for the change in a timely manner to the office ([gakkai@sfc.keio.ac.jp](mailto:gakkai@sfc.keio.ac.jp)). Alterations are possible with the permission of the committee. However, the grant amount cannot be raised.

### ■Example of an “Announcement of research results (presentation at an academic conference)” application:

In the case of presentation at an international conference in New York (transport costs ¥120,000), with three nights’ accommodation in New York (accommodation costs ¥36,000) and conference participation fees of ¥30,000, the total cost of the activity is ¥186,000. However, in accordance with the grant calculation rules below, the maximum amount payable by the Society is ¥95,000.

### ■ Table of grant calculation rules for each grant category

Grant category	The amounts below are the maximum amounts payable; where the actual amount is lower, the actual amount is paid. (However, for academic journal publication fees, 50% of the fee will be funded, with a maximum amount of ¥100,000).						
	Transport costs	Accommodation costs	Conference participation fees	Venue costs	Printing costs	Mailing costs	Journal paper publication fee
(A)	【Japan】 Kanto ¥5,000, Kinki, Chubu, Tohoku ¥15,000, Chugoku, Shikoku, Kyushu, Hokkaido, Okinawa ¥20,000 【 Overseas 】 East Asia ¥30,000, Southeast Asia ¥40,000, Oceania ¥50,000, North America ¥70,000, Europe, Middle East ¥80,000, Africa, South America ¥90,000	¥5,000/night (Maximum 3 nights)	Japan ¥5,000 Overseas ¥10,000	Not fundable	Not fundable	Not fundable	Not fundable
(B)	Not fundable	Not fundable	Not fundable	Not fundable	Not fundable	Not fundable	¥100,000
(C)	【Japan】 ¥5,000 【Overseas】 ¥20,000	¥3,000/night (Maximum 3 nights) ※Students only	Not fundable	¥30,000	Not fundable	Not fundable	Not fundable

(D)	<p>【 Japan 】 Kanto ¥5,000, Kinki, Chubu, Tohoku ¥15,000, Chugoku, Shikoku, Kyushu. Hokkaido, Okinawa ¥20,000</p> <p>【 Overseas 】 East Asia ¥30,000, Southeast Asia ¥40,000, Oceania ¥50,000, North America ¥70,000, Europe, Middle East ¥80,000, Africa, South America ¥90,000</p>	¥3,000/night (maximum 10 nights)	Not fundable	Not fundable	With mailing costs, ¥50,000	With printing costs, ¥50,000	Not fundable
(E)	Not fundable	Not fundable	Not fundable	With printing and mailing costs, ¥100,000	With mailing costs, ¥50,000	With printing costs, ¥50,000	Not fundable

(A) Announcement of research results (presentation at an academic conference), (B) Announcement of research results (fees for publication of a paper in an academic journal), (C) Exchange activities at the level of workshops, including residential workshops, (D) Surveys and field work, (E) Hosting a workshop

## ■ Details of grant calculation rules for each grant category

### (A) Research result announcement (presentation at an academic conference)

#### ○Conference participation fees

Conference in Japan: ¥5,000. Conference overseas: ¥10,000.

When the actual amount is lower than this, the actual amount is funded.

#### ○Transport costs (applicant's transport costs to the conference)

Japan: Kanto – ¥5,000; Kinki, Chubu, Tohoku – ¥15,000; Chugoku, Shikoku, Kyushu, Hokkaido, Okinawa – ¥20,000

Overseas: East Asia – ¥30,000; Southeast Asia – ¥40,000; Oceania – ¥50,000; North America – ¥70,000; Europe, Middle East – ¥80,000; Africa, South America – ¥90,000

When the actual amount is lower than this, the actual amount is funded.

#### ○Accommodation costs

¥5,000/night (accommodation at the location of the conference only, maximum of three nights payable)

When the actual amount is lower than this, the actual amount is funded.

Example: When an applicant would like funding for a results announcement at an international conference in New York, with three nights' accommodation in New York and a conference participation fee, the calculation is

¥70,000 (transport to North America) + ¥5,000 × 3 nights + ¥10,000 (fee for participation in an overseas conference) = ¥95,000

### (B) Research results announcement (fee for publication of paper in an academic journal)

#### ○Fee for publication of a paper in an academic journal

Half of the fee. However, the maximum grant amount is ¥100,000.

### (C) Academic exchange activities, mainly residential and other workshops

#### ○Transport costs

Japan: ¥5,000/person, overseas: ¥20,000/person.

When the actual amount is lower than this, the actual amount is funded.

○Accommodation costs (per student)

¥3,000/night (maximum three nights payable)

When the actual amount is lower than this, the actual amount is funded.

○Meeting venue costs

¥30,000.

When the actual amount is lower than this, the actual amount is funded.

The expenses of teaching staff and people from outside the university are not fundable. Please find the total grant amount relating to students by calculating the per-student grant amount and multiplying it by the number of students expected to participate. Then, please add the cost of the venue to calculate the total amount claimed. However, the maximum grant payable for the venue is ¥30,000.

Example: A residential workshop in Japan, two nights, 26 participants, cost of seminar room – ¥40,000. The grant amount per student for transport costs is ¥5,000 and for accommodation is ¥6,000, giving a per-student total of ¥11,000. Multiplying this amount by the number of participants ( $¥11,000 \times 26$ ) gives a total of ¥286,000. The actual cost of the seminar room is ¥40,000, but the maximum amount fundable is ¥30,000. Therefore, the total grant payment calculation is  $¥286,000 + ¥30,000 = ¥316,000$  (¥30,000 because the maximum for venue costs is ¥30,000). Please note, if the number of students increases after grant approval, the grant cannot be increased. If the number of students falls, the grant amount will be reduced with reference to the relevant outcome report and receipts.

(D) Surveys and field work

○Transport costs (per person). (The travel costs of people from outside the university are not fundable.)

Japan: Kanto – ¥5,000; Kinki, Chubu, Tohoku – ¥15,000; Chugoku, Shikoku, Kyushu, Hokkaido, Okinawa – ¥20,000

Overseas: East Asia – ¥30,000; Southeast Asia – ¥40,000; Oceania – ¥50,000; North America – ¥70,000; Europe, Middle East – ¥80,000; Africa, South America – ¥90,000.

When the actual amount is lower than this, the actual amount is funded.

○Accommodation costs (per person)

¥3,000/night (Maximum of 10 nights).

When the actual amount is lower than this, the actual amount is funded.

○Printing costs, mailing costs

¥50,000 in total. When the actual amount is lower than this, the actual amount is funded. Please note that paper costs and ink costs are not fundable printing costs. If you use the postal service, you should submit a list of mailing destinations.

Example 1: Two researchers undertake fieldwork in Thailand for 20 days. The per-person grant amount is ¥40,000 (transport costs) + ¥3,000 × 10 (accommodation costs) = ¥70,000. As two people are participating, the total grant amount is ¥70,000 × 2 = ¥140,000.

Example 2: Interviews are conducted at a hospital in Fukuoka (one researcher, one night) and 200 questionnaires (printing costs – ¥60,000) are printed. The total grant amount is ¥20,000 (Fukuoka) + ¥3,000 (accommodation) + ¥50,000 (printing costs) = ¥73,000.

(E) Hosting a workshop

○Venue costs

The maximum amount is ¥100,000. When the actual amount is lower than this, the actual amount is funded. Please note, the maximum amount of ¥100,000 includes relevant printing and mailing costs.

○Printing costs, mailing costs

Maximum of ¥50,000, with the actual cost funded when it is lower than this. Please note, paper and ink costs cannot be included in printing and mailing costs. If you use the postal service, you should submit a list of mailing destinations. Please note also that the maximum amount payable for printing, mailing, and venue costs combined is ¥100,000.

Example: In the case of ¥120,000 in venue costs, ¥40,000 in printing costs, and ¥20,000 in mailing costs: The grant for the venue costs would be ¥100,000 and for printing and mailing ¥50,000, but the maximum grant payable is ¥100,000.

■Points to bear in mind when submitting receipts

1) Payment timing

Payment is made after submission of the report and all the required receipts.

2) Transport costs

Only amounts related to public transport institutions are funded. Receipts for spending on car rental, gasoline, or highway tolls will not be accepted as transport costs. That said, they can be included on a transportation expense reimbursement form and receipt instead of nearby transport costs (within 50 km one way) using public transport services (other than taxis).

3) The necessity of original receipts

At the time of payment, original copies of receipts for expenses of the grant amount or higher should be submitted. In line with the thinking that, at the time of payment, the grant will cover all of the costs of the activity, we think it is better if original copies of receipts are submitted to a value of the



grant amount or higher. Please note a bill or a statement of delivery cannot be submitted in place of a receipt.

#### 4) Choice of receipts to submit

When the applicant applies to fund presentation of research results at an international conference in New York, requiring three nights' accommodation in New York and payment of a conference participation fee, the total grant amount is calculated as

¥70,000 (North America) + ¥5,000 × 3 nights + ¥10,000 (international conference) = ¥95,000.

In this case, when the air ticket actually costs ¥120,000, if the original receipt for the air ticket is submitted and it covers an amount that is higher than the grant amount, then it is not necessary to submit the receipts for accommodation and conference participation fees. Conversely, when accommodation costs and conference participation fees together come to ¥95,000, if original copies of the receipts for accommodation costs and the conference participation fee are submitted, there is no necessity to submit the receipt for the air ticket.

#### 5) What must be included on the receipt

Regarding what must be included on the original copies of the receipts for an amount the same as or higher than the grant amount, please bear the following in mind:

- In principle, the receipt should be addressed to the Keio SFC Academic Society
- The provisos of the receipt should clearly state the description. "Payment for goods" will not be fundable.
- For overseas activities, on the "statement of usage," please include the exchange rate at the time of payment and please also include an exchange rate table or a copy of a credit card statement carrying the amount paid in yen.
- The cost of tickets bought using loyalty "miles" will not be fundable by the grant.
- The amount purchased using online money such as Amazon and mileage points will not be covered by the subsidy. Also, charge payment is not accepted.

As a general rule, payment is made in advance. Please be sure to pay by cash or credit card. In principle, other payments are not allowed.

#### ■ What must be submitted at the time of application

##### (1) For applications for grant category (A)

In addition to the "application form," the "activity plan," the "statement of activity costs," and the "notification of approval for presentation at the conference" or "a copy of the official program including the applicant's name," please submit the items listed below. Procedures will vary depending on the conference in which the applicant is participating, and so it is not essential to submit all of the items below. However, when it is not possible to submit an item, please attach a note as to why (in any format). Screening will be carried out with reference to items submitted.

- The full text that was screened for approval, or its abstract
- Academic conference information (location, purpose, organizing body, registration fee, link to program, etc.)

- The paper that will be published in the proceedings / the poster that will be presented

(2) For applications for grant category (B)

In addition to the “application form” and the “published paper and summary of the relevant journal,” please submit the items listed below. Procedures will vary depending on the journal in which the paper is published, and so it is not essential to submit all the items below. However, if there are items that cannot be submitted, please attach a note as to why (in any format). Screening will be carried out with reference to items submitted.

- Notification of acceptance of the paper
- Documentation confirming the paper publication fee
- Journal information (history, purpose, link to the administrating organization , etc.)

(3) For applications for grant categories (C), (D), and (E)

Please submit the “application form,” the “activity plan,” the “statement of activity costs,” and the “register of activity participants.”

■ Where to submit the application

Using your own keio.jp account, log in to Google, and then please enter information using the Google form below and submit a pdf. It is essential to both fill the form and attach a pdf.

<https://forms.gle/2db5oSnkCyEyTbMMA>

Please submit everything as one pdf file. Please be aware that it is necessary, in particular, for those applying for category (A) or category (B) grants, to gather everything into one pdf file (maximum size 10MB).

Associate Society members and other applicants without a keio.jp account, should please email a pdf file directly to the office. In the subject line, please type “Research grant application (applicant’s name)”. Applicants with a keio.jp account cannot submit their application by email.

■ Documents to be submitted after grant approval

Please submit the following documents, below, within three weeks of the day on which the activity is held (the last day of the period over which it is held). Please be aware that if they are not submitted before the deadline, it will not be possible to pay the grant. Relevant details are on the notification of approval.

Documents required for all grant categories [(A)-(E)]

- An outcome report of no more than two sides of A4 (as a pdf file). Please be sure to include information as to how you will utilize the outcome of the activity in future research and education.
- Statement of usage (with receipts attached)

Documents required for grant categories (A) and (E)

- Documents that show details of the event and the content of the presentation, such as the poster or abstract.

Documents required for grant categories (A), (C), and (D)

- List of participants
- When results have been presented at an academic conference, documents that show the content of the presentation, such as the poster or the paper

Please download the “statement of usage” and the “list of participants” templates from

[https://gakkai.sfc.keio.ac.jp/download/gakkai\\_4.docx](https://gakkai.sfc.keio.ac.jp/download/gakkai_4.docx)

The accounting system requires that all documents are submitted, and all procedures completed, within the academic year (by the end of March 2021). If any points remain unclear after careful reading of the above rules, please contact the office.

■ Other points

- In principle, the same lead applicant cannot make multiple applications in the same academic year, even if the grant category is not the same (nor can there be multiple applications for the same workshop or similar activities).
- Those who repeatedly apply each year (same workshop or a similar activity) are asked to show some kind of novelty.
- If your application is not selected, you may submit another application in the following semester. (The 1st and 2nd calls for submissions are considered part of the first semester; and the 3rd and 4th calls, part of the second semester.)
- When using grant funds, recipients are required to pursue the relevant activity safely, by properly formulating the necessary safety and anti-infection strategies in line with the area in question and the content of the activity.
- For Project Professor/ Project Associate Professor/ Project Assistant Professor/ Project Research Associate Before applying, please check the rules of the research project in which you serve as a specially appointed instructor. In some cases, it is not possible to apply based on effort rate. Please ask permission from the supervisor before applying.