

## Call for applications in 2024

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### Section 1. Research Grants (Categories A-E)

Note. Grant for Campus Activity (Category F) is described in Section 2.

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 2024 academic year.

The closing dates for submission of application forms for the 2024 academic year are listed below. These deadline dates apply to all grant categories (Categories A to F).

1st round: 4PM on May 13, 2024

2nd round: 4PM on July 8, 2024

3rd round: 4PM on Oct. 21, 2024

4th round: 4PM on Jan. 20, 2025

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.

#### 1-1. 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 Annual Meeting of Keio SFC Academic Society (Keio SAS) or at an academic conference in Japan or overseas.

#### 1-2. 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.”

Note. 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.

### **1-3. 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).

### **1-4. 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.

### **1-5. 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 ¥115,000 for category (A), ¥300,000 for (C) and (D), and ¥100,000 for (B) and (E).

### **1-6. Application deadlines**

#### **1-6-1. 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 2024 academic year and so concerns activities held from April 1, 2024 through March 31, 2025. All documentation must be submitted, and all procedures completed by the end of March 2025. If the activity is taking place in the period from Mar 10, through Mar 31, 2025, 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 2024. Please note, if the activity is set to occur on or after Apr 1, 2025, it will be covered by next year's (2025) 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.

#### **1-6-2. 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 2024 academic year, it invites applications regarding papers whose receipts are dated from Apr 1, 2024 through Mar 10, 2025. If relevant receipts are expected to be dated from Mar 10 through Mar 31, 2025, please contact the office by the end of January 2025. 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 2024 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.

### **1-7. 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 (If your status is student, you must list your faculty advisor). 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※1, 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>. Note. 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 for Categories A-E**

#### **1-8. Application format**

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

#### **1-9. 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.

#### **1-10. Example of Category A**

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.

#### **1-11. Grant calculation rules**

The rules for calculating grants differ for each category. In principle, the maximum amount to be subsidized

by the Keio SFC Academic Society will be the amount according to the table below. If the actual amount spent is less than the maximum amount shown in the table below, the amount spent will be subsidized. However, for Journal paper publication fee, 50% of the publication fee will be subsidized, with a limit of 100,000 yen (meaning 70,000 yen will be subsidized if the publication fee is 140,000 yen, and 100,000 yen if the publication fee is 250,000 yen).

**Table Summary of rules for calculating grants by category**

Categories	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).						
	Transportation cost per person	Accommodation costs per person	Conference participation fees	Venue costs	Printing costs	Mailing costs	Journal paper publication fee
A	See #1	¥5,000/night up to 3 nights	See #3				
B							¥100,000
C	See #2	¥3,000/night Up to 3 nights (Students only)		¥30,000			
D	See #1	¥3,000/night Up to 10 nights				Total ¥50,000	
E				Total ¥100,000 but total amounts of printing and mailing costs should be less than ¥50,000.			

(A) Research presentation at academic conference

(B) Journal publishing fees

(C) Networking activity or research camp for seminar class

(D) Investigative study and fieldwork

(E) Hosting a research workshop

#1 ¥3000 for Tokyo (excluding isolated islands), Kanagawa, Saitama, and Chiba prefectures. ¥5000 for Gunma, Tochigi, and Ibaraki prefectures. ¥10,000 for Yamanashi, Shizuoka, and Nagano prefectures. ¥15,000 for 7 prefectures in Tohoku, 4 prefectures in Hokuriku, 4 prefectures in Tokai, Kinki region, and remote islands of Tokyo. ¥20,000 for all prefectures in Chugoku, Shikoku, Kyushu Regions, and Okinawa Prefecture. ¥30,000: East Asia. ¥40,000: Southeast Asia. ¥50,000 for Oceania. ¥70,000 for North America. ¥80,000 for Europe & Middle East. ¥90,000 for Africa/South America.

#2 ¥5,000 if the destination is within Japan, and ¥20,000 if outside of Japan.

#3 ¥5,000 if the conference is held in Japan; ¥10,000 if the conference is held outside of Japan.

The following points require special attention.

#1 Category C does not include faculty members and extramural participants. Please calculate the grant amount per student, multiply by the number of expected participants to calculate the total grant amount for students, and then add the venue fee to arrive at the total grant amount. However, the maximum grant amount is 300,000 yen. For example, if the seminar is held in Japan for two nights, has 26 participants, and costs 40,000 yen for the seminar room. The subsidy amount per student is 5,000 yen (transportation) + 6,000 yen (lodging) = 11,000 yen. Multiplying this by the number of participants, 11,000 x 26 students equals 286,000 yen. The actual cost of the seminar room is 40,000 yen, but the subsidy limit is 30,000 yen. Therefore, 286,000 yen + 30,000 yen = 316,000 yen as the total subsidy amount. The amount cannot be increased even if the number of student participants increases after the grant is approved. If the number of student participants decreases, the amount will be reduced based on the reports and receipts.

#2 For Category D. For example, if two people are going to Thailand for 20 nights to participate in the fieldwork there. The subsidy amount per person is 40,000 yen (transportation) + 3,000 yen x 10 (lodging) = 70,000 yen. 70,000 yen x 2 = 140,000 yen is the total subsidy amount for two people. For example, in the case of a hearing at a hospital in Fukuoka (one night per person) and 200 copies of the questionnaire (printing cost: 60,000 yen), the total subsidy would be 20,000 yen (Fukuoka) + 3,000 yen (lodging) + 50,000 yen (printing cost) = 73,000 yen.

#3 Please note that for categories D and E, the printing cost is the cost of printing when the prints are ordered from a printing vendor, and consumable items such as paper and ink costs are not eligible

for subsidies. In the case of mailing, highly redeemable stamps are not covered by the subsidy. Please make arrangements to send the stamps at a post office or courier office and prepare a receipt. Please also submit a list of mailing addresses.

## **1-12. 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

$\text{¥}70,000(\text{North America}) + \text{¥}5,000 \times 3 \text{ nights} + \text{¥}10,000(\text{international conference}) = \text{¥}95,000$ .

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.

### **1-13. 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.”

### **1-14. 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.

### **1-15. 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.

#### 1) 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)

#### 2) 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.

#### 3) 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 2024). If any points remain unclear after careful reading of the above rules, please contact the office.

### **1-16. 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



specialty appointed instructor. In some cases, it is not possible to apply based on effort rate. Please ask permission from the supervisor before applying.

## **Section 2. Grants for Campus Activity in SFC (Category F)**

The research grant covers the part of the cost for research activities. Original receipts (addressed to: Keio SFC Academic Society) in an amount equal to or greater than the grant amount are required for reimbursement. Please read this application guideline carefully before applying.

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The closing dates for submission of application forms for the 2024 academic year are listed below. These deadline dates apply to all grant categories (Categories A to F).

1st round: 4PM on May 13, 2024

2nd round: 4PM on July 8, 2024

3rd round: 4PM on Oct. 21, 2024

4th round: 4PM on Jan. 20, 2025

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.

### **2-1. Purpose of the grant**

Keio SFC Academic Society has established a special grant to support the continuation of research activities in the wake of the 2020 COVID-19 pandemic. While the end of COVID-19 is in sight, the next major challenge is to revitalize the campus. To this end, we have established a new "Campus Activity Grant" to coincide with the opening of H Village and the full use of the SBC in April of this year. The grant is open to any activity conducted by Keio SFC Academic Society members that contributes to the revitalization of the entire campus. Activities that contribute to the revitalization of the entire campus are eligible, rather than those that benefit only one group, circle, research group, etc. In all cases, the grant will be applied only to those activities that have a positive outcome after their completion. In all cases, a report on the results of the activity must be prepared and published after the activity is completed. It is also recommended that the results of the activities be presented at a Category B of annual meeting hosted by Keio SFC Academic Society (Keio SAS).

### **2-2. Fundable items**

This covers the cost of goods necessary for activities, use of the Miraisozojuku, accommodation in the residence hall, and printing costs. Please note that the cost of paper and ink is not considered a printing expense. For more details, please see the "Application Form Completion Instructions and Grant Calculation Rules."

### **2-3. 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. If a student is applying, please include in the application the name, affiliation, and e-mail address of a faculty member who should be a member of Keio SFC Academic Society and will supervise the project.

### **2-4. 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 ¥200,000.

### **2-5. Application deadlines**

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 2024 academic year and so concerns activities held from April 1, 2024 through March 31, 2025. All documentation must be submitted, and all procedures completed by the end of March 2025. If the activity is taking place in the period from March 10, through March 31, 2025 or will straddle the end of the academic year (e.g. it will be held in the period from March 29 through April 1), please contact the office by November 2024. Please note, if the activity will occur on or after April 1, 2025, it will be covered by next year's (2025) 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).
- 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 Form Completion Instructions and Grant Calculation Rules for Category F**

### **2-6. Application format**

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

## 2-7. 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.

Note. Only this grant is allowed to be spent on necessary goods expenses, provided that the following rules are followed.

The subsidy will cover the full cost of goods necessary for the activity in question if the cost is less than 10,000 yen, and half of the cost if the cost is 10,000 yen or more. The screening committee will decide whether or not to subsidize the items listed on the "Statement of Expenses," so please clearly state the reason why the item is necessary. For items costing 50,000 yen or more, please clearly state in the activity report how the item will be used after implementation.

### Examples of eligible items

- Items that are not normally owned by SFC students and are not available for loan on campus
- Supplies used for the activity (stationery, etc.)

### Examples of non-subsidized items

- Items normally owned by SFC students, such as PCs and peripherals
- Items that can be checked out on campus, such as cameras, books, carts, etc.
- Food and beverages, prepaid cards, charges to cards

# Accommodation fee for each student, faculty member, and invitee at the Miraisozojuku Residence Hall  
2,000 yen per night (for a maximum of 3 nights)

# Future Creation School Usage Fee

Currently there is no charge, but if it is incurred in the future, half of the usage fee will be subsidized.

#### # Travel expenses for invited lecturers

If you invite a person from outside SFC as a lecturer, the actual transportation expenses will be subsidized when you submit a receipt (in principle, the transportation expenses must be covered on the day of the event). However, when invitations are made, the condition is that participants must be recruited from a wide range of people within the university. Fees for the invitees are not covered.

#### # Printing costs

Only actual costs are eligible. Note that paper and ink costs are not covered. For example, this applies to brochures and posters printed by a printer.

### **2-8. 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

$¥70,000(\text{North America}) + ¥5,000 \times 3 \text{ nights} + ¥10,000(\text{international conference}) = ¥95,000.$

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.

## **2-9. What must be submitted at the time of application**

### (1) Application Form

Please fill in the subsidy amount according to the subsidy calculation rules. Please indicate whether or not you have permission to use the site, and attach documents showing the details of the permission. If permission has not been granted, please indicate the date when the permission is expected to be granted, and send the documents to the secretariat ([gakkai@sfc.keio.ac.jp](mailto:gakkai@sfc.keio.ac.jp)) when the permission is granted.

### (2) Activity Plan

Please describe in detail how the activity will contribute to the revitalization of the entire campus.

(If you are purchasing goods worth more than 50,000 yen, please specify how the goods will be used after the activity is conducted.

### (3) Statement of Activity Costs

Please list the actual (estimated) costs of the activity, not the grant amount.

### (4) Register of activity participants

Please submit a list of the members who are mainly involved in the activity and will receive the grant. A list of people who will not receive the grant, such as visitors to the event, is not required.

## **2-10. 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 (maximum size 10MB).

## **2-11. Documents required for this category**

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

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 2024). If any points remain unclear after careful reading of the above rules, please contact the office.

## **2-12. Other Important Notice**

- Keio SFC Academic Society is not in charge of coordinating with the relevant department for the use of on-campus facilities.
- Keio SFC Academic Society is not responsible for coordinating with the department in charge of the use of on-campus facilities.
- Continuous applications each year (same applicant or similar activities) must be of some novelty.
- The activities funded by the grant must be carried out safely and in accordance with the instructions of the institution that manages the site, taking all necessary safety measures and infection prevention measures.
- Please check the rules of the research project for which you are currently employed as a specially-appointed faculty member before applying for the grant. Please note that there are cases in which you may not be able to apply due to the effort rate or other reasons. Also, please be sure to obtain the approval of the faculty member in charge of the project when applying.

### **Section 3. MIRAI Academic Field Creation Project Grant (Category G)**

This grant will be implemented on a trial basis in FY2024. The Board of Directors will verify whether or not to introduce the program in FY2025 and beyond, referring to the results of FY2024. The Research Grant covers a portion of the cost of education and research activities. Original receipts (addressed to Keio SFC Academic Society) in an amount equal to or greater than the grant amount will be required for reimbursement. Because this is a large grant, the number of applications is expected to be limited, so unlike A-F grants, you do not need to register your information using Google Form. Please read this application guideline carefully and submit your application by e-mail to: [gakkai@sfc.keio.ac.jp](mailto:gakkai@sfc.keio.ac.jp).

Application documents must be submitted prior to the date of the activity (project) to be applied for. Please submit the application after the participants, fees, contents and details of the event have been decided. Applications submitted after the fact will not be accepted for any reason. The following are the deadlines for submitting applications for the fiscal year 2024.

Deadline: 4PM on May 13, 2024

Additional applications may be accepted depending on the status of the application.

Applicants will be notified of the acceptance or rejection of their applications by e-mail within two weeks after the deadline.

#### **3-1. Purpose of the grant**

The Keio SFC Society has changed its name from the Shonan Fujisawa Society to the Keio SFC Society, effective April 2020. This change is in line with our desire to create a bright future through the revitalization of Keio SFC, which is home to various academic fields including humanities, social sciences, life sciences, health sciences, care science, design, music, etc. By taking advantage of these strengths and promoting the fusion and collaboration of academic fields, we hope to create a new intellectual community. By taking advantage of these strengths and promoting the fusion and collaboration of academic disciplines, it is hoped that space and opportunity will be led to the creation of new knowledge and the revitalization of SFC's overall educational programs. To this end, SFC has established the "Mirai Academic Field Creation Project Grant" to provide new learning opportunities for current and future students in the School of Policy Management, the School of Environment and Information Studies, and the School of Nursing and Medical Care, as well as in the Graduate Schools of Media and Governance and Health Management.

MIRAI is a Japanese word and means a beautiful future. The grant will be awarded to activities that are expected to create educational programs on campus that students will perceive as a "MIRAI academic field". As described in the "3-3. Those eligible to apply" section below, applications must be submitted by three or



more regular members of SFC, including members of both the Kamoike and Nursing campuses. The following are specific examples of "MIRAI Academic Field of Study," but the application is not limited to content that evokes a sense of creation beyond what is envisioned.

e.g.1 Experiential workshops with researchers from multiple academic disciplines

e.g.2 Programs that experiment with new educational approaches in line with the purpose of the grant

e.g.3 Programs that contribute to providing students with spaces and opportunities where new knowledge can be created from the fusion of diverse disciplines at SFC

In all cases, a report on the results of the project must be prepared and published after the project is completed. The main faculty member is required to make a presentation on the progress of the project at the Annual Meeting of Keio SFC Academic Society (Keio SAS) in November of the relevant fiscal year. The final results of the project must also be presented by the main faculty member at Keio SAS in November of the following year. In principle, oral presentations are to be made at the venue, but on-demand presentations will be accepted under unavoidable circumstances.

### **3-2. Fundable items**

Fundable items are Conference participation fees, the cost of goods necessary for activities (less than 50,000 yen), Gratuities (up to 44,500 yen per case, regardless of whether it is for an individual, group, organization, company, institution, facility, etc.), travel costs (transport and accommodation), Part-time work costs (limited to undergraduate and graduate students who are members of our Society), printing costs (Paper and ink costs are not printing costs but goods necessary for activities), mailing costs (Receipts must be based on official delivery by the post office or delivery office, and purchases with cash value, such as postage stamps, are not acceptable). If you have other special circumstances, please contact Keio SFC Academic Society office. For more details, please see the "Application Form Completion Instructions and Grant Calculation Rules."

### **3-3. Those eligible to apply**

Applications must be made by at least three faculty members who are regular members of the Keio SFC Society. The Faculty of Policy Management, the Faculty of Environment and Information Studies, and the Graduate School of Media and Governance are collectively referred to as Group A. The Faculty of Nursing and Medical Care and the Graduate School of Health Management as Group B. At this time, faculty members from both Group A and Group B must be included.

### **3-4. 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 ¥2,000,000.

### **3-5. Application deadlines**

An application form must be submitted prior to the implementation of the activity (project) for which the application is being submitted. Therefore, please submit the application after the participants, fees, contents and details of the event have been decided. Applications submitted after the activity (project) will not be accepted for any reason.

The deadline for applications is 4PM on May 13, 2024, and the results of the review will be announced within two weeks. Therefore, all activities must be conducted and all documentation and procedures completed between June 2024 and the end of March 2025. Due to the nature of the budget, if the implementation date crosses a fiscal year, the grant is not eligible. If you have any questions, please consult with Keio SFC Academic Society office. Please also note the following.

- #1 The grant will be awarded only if the applicant is a member of the Society at the time of submission of the application and on the date of implementation of the activity (project).
- #2 The activities (projects) to be funded must be carried out between June 2024 and March 2025. April-May activities cannot be included in this year's grant as it is a pilot program. If the program is continued in the next fiscal year, activities from April to the following March may be included. We would be grateful for any other comments or requests from the members of the association.
- #3 Please submit your report no later than three weeks after the last day of the relevant activity (project).
- #4 Keio SFC Academic Society will make payment for the replacement payment within two weeks of the submission of the report. However, if the report is due in March, the payment will be made in a lump sum within the fiscal year.

### **Application Form Completion Instructions and Grant Calculation Rules for Category G**

### **3-6. Application format**

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

### **3-7. 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.

[Details of the grant calculation rules]

A) Cost of goods over 50,000 yen

For items costing 50,000 yen or more, a grant of up to 50,000 yen will be provided. The screening committee will decide whether or not to subsidize the item, so please clearly state the reason why the item is necessary. Also, please specify in the application how the items will be used after the activity is completed.

B) Cost of goods less than 50,000 yen

For items costing less than 50,000 yen, they will be fully subsidized by this grant. The screening committee will also decide whether or not to subsidize the item in this case, so please clearly state the reason why the item is necessary.

C) Student's part-time job

Part-time employment is limited to undergraduate and graduate students who are members of our Society. Part-time work rates must be calculated in accordance with the university's rules and regulations.

D) Travel expenses for invitees

In the case of invitees, the actual amount of travel expenses will be subsidized only if receipts are submitted (as a rule, travel expenses must include the day of the event to be covered).

E) Travel expenses for faculty participants

Accommodation fee is limited to a maximum of 10,000 yen/night per person (for a total of 50,000 yen). When faculty members or students who are members of the Society are required to travel for their activities, the Society will pay a flat rate for round-trip travel expenses in the amounts shown below upon submission of original receipts for transportation expenses for the relevant section of the trip. However, if the amount of the receipt is less than the amount shown below, it will be the amount of the receipt.

¥3000: Tokyo (excluding isolated islands), Kanagawa, Saitama, and Chiba prefectures

¥5000: Gunma, Tochigi, and Ibaraki prefectures

¥10,000: Yamanashi, Shizuoka, and Nagano prefectures

¥15,000: 7 prefectures in Tohoku, 4 prefectures in Hokuriku, 4 prefectures in Tokai, Kinki region, and remote islands of Tokyo

¥20,000: all prefectures in Chugoku, Shikoku, Kyushu Regions, and Okinawa Prefecture

¥30,000: East Asia

¥40,000: Southeast Asia

¥50,000: Oceania

¥70,000: North America

¥80,000: Europe & Middle East

¥90,000: Africa/South America

F) Travel expenses for student participants

As same as E.

G) Travel expenses for general participants (travel expenses for those who do not fall under D-F)

As same as E. However, since the grant will be made to a person who is not a member of our Society in this case, it should be the minimum necessary.

H) Printing expenses

Assumes the cost of printing brochures, booklets, etc. from a vendor. Both payment by receipt and payment by invoice can be used. The cost of paper and ink can be paid for as supplies under the cost of goods, not as printing expenses (in this case, only payment by receipt is allowed).

I) Postage expenses

You may pay for postage by submitting an official delivery receipt from a post office or courier office (receipts that include stamps or possible receipts for postage are not acceptable) to the conference. If the mailing work is outsourced to a vendor, it is also possible to have the Society invoice the vendor for payment. Purchases of stamps and other highly redeemable items are not allowed. Envelopes, etc., may be paid for as supplies under the cost of goods (in this case, only payment by receipt is allowed).

J) Gratuities

Gratuities may be paid to the invitees and to the facilities, groups, companies, etc. that use them. The maximum amount for any individual, group, organization, company, medical institution, welfare facility, etc. is 44,500 yen, but please set the amount with reference to the general rules for expenditures within the university. For other special circumstances, please consult with the academic society.

K) Venue cost

We will pay the full cost of the venue used to conduct the event or activity. No limit will be set, but if the judges deem the amount to be unconscionable, you may be asked to change it or you may be disqualified.

### **3-8. Note on the submission of invoices at the time of reimbursement**

Although all previous Keio SFC Society grants required the submission of receipts after the completion of activities, only for this grant it is possible for the Society to pay the grantee after an invoice has been submitted to the Society (payment by invoice). However, the following precautions must be observed

Regarding the timing of invoice submission. If the invoice is due by the end of February 2025, please pay it in advance and submit the receipt by the due date. If payment is to be made at a critical time, such as

the end of February, please consult with the secretariat in advance to facilitate the process.

Validity of invoices. All of the following #1-7 conditions must be met at the stage of submitting the invoice to the academic society.

#1 The invoice must be addressed to the Keio SFC Society.

#2 The date of issue must be between June 1, 2024 and the end of February 2025.

#3 The name of the issuer must be clearly indicated.

#4 The address with postal code and contact telephone number of the publisher must be clearly indicated.

#5 The invoice number to be used for inquiries must be clearly indicated.

#6 The invoice must be in accordance with the contents of the application form.

#7 The invoice amount must be in accordance with the application guidelines.

#8 The name of the account to which the payment is to be made must be clearly indicated.

#9 The payment due date must be more than one month before the due date.

### **3-9. Note on submission of receipts at the time of reimbursement**

#### 1) Timing of Settlement

Reimbursement will be made after all reports and required receipts have been submitted.

#### 2) Transportation expenses

Only public transportation is covered. Receipts for cab, rental car, gasoline, toll road, etc. are not acceptable.

#### 3) Need for original receipts

At the time of reimbursement, please be sure to submit original receipts for expenses related to the grant amount or more; for online purchases such as Amazon, a PDF (electronic receipt) containing the receipt may be used as an original. For paper receipts, please submit the paper version. In the case of an electronic receipt, please be sure to submit the receipt in PDF format (please do not issue a duplicate electronic receipt, as this may be considered a crime, such as forgery of a signed private document).

#### 4) How to fill out a receipt

#1 Please follow the instructions below for the original receipts.

#2 In principle, the receipt should be addressed to "Keio SFC Academic Society.

#3 The proviso on the receipt should clearly state the contents of the receipt. Receipts with unclear information, such as "fee for goods," will not be accepted.

#4 If the payment is made outside Japan, the exchange rate at the time of payment should be indicated on the statement of expenditure, and a copy of the exchange rate table or credit card statement showing the amount settled in Japanese yen should be attached.

#5 If you use points or frequent flyer miles, they are not eligible for the subsidy. Charge payments are also

not acceptable.

### **3-10. Documents required for this category**

Please submit the following four items in PDF format to [gakkai@sfc.keio.jp](mailto:gakkai@sfc.keio.jp). with title "Mirai Grant - Your Name". If the PDF file is heavier than 5 MB, please use a compression site to make it light enough to submit.

#1 Grant Application Form: Please fill in the actual amount and the amount you wish to subsidize according to the rules for calculating subsidies. Please specify the location of the event and whether or not permission for use is granted, and attach documents showing the details of the event. If permission has not been granted, please indicate the date when permission is expected to be granted, and send the documents to the secretariat ([gakkai@sfc.keio.ac.jp](mailto:gakkai@sfc.keio.ac.jp)) when permission is granted. If you do not need a permit, please state that you do not need a permit.

#2 Activity Plan: If the activity will involve the purchase of goods worth 50,000 yen or more, please specify how the goods will be used after the activity.

#3 Activity Schedule: Please prepare a schedule that clearly shows when, where, who, and what will be done.

#4 Usage Statement Form: Please list the actual (estimated) costs of the activity, not the grant amount.

Note. #2, 3, and 4 are stored in the same file as #1.

### **3-11. Documents required for this category**

The following documents must be submitted within 3 weeks from the date of the event (the last day of the event period). Please note that if they are not submitted by the due date, grant payment will not be made. Details will be included in the notification of acceptance or rejection.

#1 Report of Results: A report of results (PDF) of no more than 2 pages of A4 paper. Please be sure to include how the results of your activities will be used in future research and education.

#2 Statement of use (attach receipts): Be sure to attach the original receipt (addressed to "Keio SFC Society"). If the original receipt is not attached, the grant will not be paid.

#3 Documentation of the event: Posters or other materials showing the details of the event.

#4 List of participants: Please download the "Statement of Use" and "List of Participants" from the link below. Due to the accounting system, all documents must be submitted and procedures completed by the end of the fiscal year (by the end of March 2025). If you have any questions after carefully reading the above rules, please contact the secretariat.

<http://gakkai.sfc.keio.ac.jp/foundation>

### **3-12. Other Important Information**

If selected, the primary applicant or a faculty member of the subapplicant will be asked to give an oral presentation on the content and progress of the activity at Keio SAS to be held in November of the current fiscal year. No presentations by students will be accepted. If, due to unavoidable circumstances, none of the

faculty members are able to make a presentation, please use the on-demand video presentation service. If no presentations are made, the Board of Directors will review the situation and may forbid further payments.

Keio SFC Academic Society is not in charge of coordinating with the relevant department for the use of on-campus facilities. The applicant is responsible for coordinating with the department in charge of the use of on-campus facilities.

Currently, we do not know whether this grant will be implemented in FY2025 and beyond (the Board of Directors will review this grant based on the results of FY2024). If it does, we will require sufficient novelty when reviewing applications to continue applying for this grant beyond the next fiscal year, or for applications that are considered to be from the same applicant or similar activities.

The grant recipients are required to follow the instructions of the institution that manages the grant site and to take all necessary safety measures and infection control measures to ensure the safety of the grant recipients.

If you have an idea, please consult with a regular member. If you have an idea, please consult with a regular member and apply for it with the regular member acting as the applicant.

Students: As a student member, you are not eligible to apply for this program. If you have an idea, please consult with a regular member and have the regular member act as the applicant.