

<<Taikichiro Mori Memorial Research Fund>>

Graduate Student Researcher Development Grant

Application Guidelines for the Academic Year 2011

Applicants must follow the guidelines below to apply for the “Graduate Student Researcher Development Grant” by Taikichiro Mori Memorial Research Fund. The purpose of this grant is to encourage advanced research and raise educational standard of the Graduate School.

Detailed instructions for the use of the grant will be announced after the total amount of financial allocation has been decided.

1. Application Requirements

The grant is given to research projects with future potentials that are an experimental and/or approaching to a long-term research in the future. The projects must be led by project leaders who are Doctoral or Master’s students of Graduate School of Media and Governance.

Applicants must be either Doctoral or Master's students of the Graduate School of Media and Governance. Individuals conducting research singly, without other research members, are also eligible to apply. Only one completed application form is accepted from each applicant.

*JSPS Fellows are not eligible to receive this grant or any other kind of financial assistance due to the desired level of involvement required for research supported by JSPS.

*Doctoral students of the Graduate School of Media and Governance who are applying for the Research Grant-in-Aid for the Keio University Doctoral Students for the Academic Year 2011 may also apply for this grant, provided that the research project titles are different.

If a Master’s student becomes a project leader, he/she must seek a confirmation and seal from his/her research advisor. The research advisor does not have to be the instructor of the Project Course which the applicant is involved in, nor a faculty member at Keio University. When submission is made by hand, the application form should be officially stamped by the research project leader. If an application is sent through an email it must be in Adobe PDF format and does not require a seal, but the applicant must send a copy of the application to the research advisor. This instruction does not apply to Doctoral students.

2. Amount of Grant

Doctoral Students : A maximum of 400,000 yen will be awarded to each successful applicant.
In all approximately about 15 applicants will be awarded the grant.

Master’s Students : A maximum of 300,000 yen will be awarded to each successful applicant.
In all approximately about 45 applicants will be awarded the grant.

Applicants requesting an amount, greater than the one stipulated, will not be considered.

3. How to Write the Application Form * 4 pages or less

Applicants must submit an application form by following the guidelines below.

1) Name of the Research Project

Research project title must be brief.

2) Research Contents

Contents of the research must be concrete and specific.

3) Research Expenses

Based on the research plan, expenses accrued during the current academic year must be itemized and then added up.

4) Research Members

Please write the names of research project leader and other members. The individual tasks of the research project leader and other members must be clearly stated.

5) Travel Expenses

“Travel Expenses” will only be provided when domestic and overseas travels are deemed necessary by research members for survey, research, and research meetings. The estimate will be based on the standard regulation of Keio University.

6) Equipment Expense Details

“Equipment” will include products that cost 200,000 yen or more including sales tax for one item or one set of items. The applied amount of equipment expenses must be based on the estimated discounted price available in the market and not on the catalog price.

7) Other Expenses

a) “Supplies” will include experimental materials, research instruments, and stationery that cost less than 200,000 yen including sales tax for one item or one set of items. As an exception, software that costs 200,000 yen or more may also be considered as “supplies”.

b) Examples of services that may be paid as an “honorarium”:

*Collection and arrangement of research material and survey documentation

*Assistance in experiments

*Translation of foreign documents

*Distribution and collection of survey and/or questionnaire

*Disclosure of data sources

*Providing specialized and technical knowledge (including payment to instructors)

*Software development

Please refer to the standard regulation of Keio University when determining the amount of honorarium.

c) “Miscellaneous” will include meeting expenses (excluding expenses for consumption of food and/or drinks by students), local transportation expenses, correspondence and shipping expenses, printing expenses, computer usage fee, photofinishing expenses, and machine repair expenses.

※Unapproved Expenses

- a) Construction expenses for facilities/buildings
- b) Payment for employment, such as issuing monthly paycheck (to third parties)
- c) Expenses which are difficult to distinguish between official and private use. (e.g. Fee for the purchase and use of cell phones and PHS)
- d) Rental-cars and gasoline
- e) Product with warranty or support coverage for a period of more than one academic year (e.g., antivirus software offering three year protection)
- f) Other expenses (e.g. alcoholic beverages) not related to the research
- g) School fee, course fee
- h) Annual fees of academic societies for the past or next academic year (only academic year 2011 fees are permitted)

4. Submission of Application

1) Submission by Hand

The application form should be duly filled and officially stamped by the research project leader and then submitted to the Office of Research Administration, SFC on the first floor of the Tau Building (Graduate School Building). The Master's student who is applying for the Graduate Student Researcher Development Grant must submit the application form sealed by his/her research advisor. Submission of a recommendation letter is not deemed necessary.

2) Submission via Email

Completed applications must be sent to: mori-jimu@sfc.keio.ac.jp

Application is only accepted from the research project leader. Application is not accepted in any other formats but in a PDF format via email. After we receive your applications we will confirm its acceptance via email in a couple of days, not immediately.

Note: Subject of the email message should be:

Doctoral Students: "Application for Mori Grant (Doctoral), Student Name"

Master's Students: "Application for Mori Grant (Master's), Student Name"

5. Application Deadline

No later than Noon, Tuesday May 31, 2011

(Applications cannot be accepted or replaced after the deadline.)

6. Application Screening

The Taikichiro Mori Memorial Research Fund Steering Committee will screen applications.

7. Results and Notification

Results will be announced to the research project leaders in July by email.

8. Deadline for Mandatory Reports

No later than 4:50 p.m. on Wednesday, February 29, 2012

Research Achievement Report

Submit to: mori-jimu@sfc.keio.ac.jp

Grant recipients must submit their reports in HTML format to be viewable on the Web.

Expenses Report

Submit to: Office of Research Administration, SFC

Grant recipients must submit their expenses report and actual receipts (photocopies are not acceptable) directly to the Office of Research Administration, SFC.

Note: Those applicants who have received research grants from the Mori Grants in the academic year 2010 and have not submitted their reports are not eligible to apply.