

Instructions for Expenditure of Taikichiro Mori Memorial Research Grants For the Academic Year 2011

<<Graduate Student Researcher Development Grant>>

The details of the expenses incurred from the Graduate Student Researcher Development Grant, one of the grants supported by the Taikichiro Mori Memorial Research Fund (hereinafter referred to as “Mori Grants”), will need to be submitted according to the following instructions. Individual breakdown for research expenses must be stated at the time of application.

The Mori Grants were established through profits made from the Taikichiro Mori Memorial Research Fund which was established by utilizing contributions to Keio University by late Taikichiro Mori with the express intention of furthering research. The purpose of the grants, therefore, is to encourage education and research at the Graduate School of Media and Governance. Applicants should be familiar with the background of the Mori Grants and understand that the grants are meant for research only before they apply.

1. Submission of Expenses Report and related documents

Deadline for the Mandatory Report: No later than 4:50 p.m. on **Wednesday, February 29, 2012**

Submit to: Office of Research Administration, SFC

Tau Building (Graduate School Building), First Floor

Email: mori-jimu@sfc.keio.ac.jp

Address: Secretariat of the Mori Fund Steering Committee

Office of Research Administration, SFC

5322 Endo, Fujisawa-shi, Kanagawa 252-0882

Documents to be Submitted

1. Expenses Report

Expenses Report can be downloaded from the website at:

< <http://internal.kri.sfc.keio.ac.jp/en/grants/mori/> >

Number all receipts, one number per receipt.

Expenses Report must be written in numeric order and must match the receipts submitted.

2. Receipts (Photo copies of receipts are not acceptable.)

*Receipts must be made out in the name of the student, and written as “(Student’s name) at Keio University”

* Each receipt must specify the description of item (“Shinadai” or “Goods” not acceptable).

* Each receipt must specify the date of payment.

* Each receipt must be sealed by a vendor.

Only in cases where receipts can not be obtained, all documents including credit card statements should be submitted showing proof of each purchase.

* Payments or part-payments using loyalty scheme points are not permitted.

* Boarding pass counterfoils must be submitted together with the receipts of airline passenger tickets.

*The total amount from receipts must be more than (or equal to) the amount of grant received.

*If applicants are submitting receipts from expenses made by using foreign currency, they must attach the documents showing the exchange rate, such as certificate for the exchange of foreign currency. Applicants must use the exchange rate on the certificate when converting foreign currency into yen, and round off the amount if it is less than one yen. They should also write down the amount in foreign currency and exchange rate in the note column of Expenses Report.

3. Research Achievement Report

The instructions regarding the preparation of this report are given at the following web site.

< <http://internal.kri.sfc.keio.ac.jp/en/grants/mori/> >

2. Notes Regarding Expenses

1) Overseas Travel Expenses

Overseas travel expenses will be allowed only when overseas travel for survey, research, research meetings, and academic conferences are deemed necessary.

Standard for Overseas Travel Expenses

Air Fare	Air fare should be actual economy class fare.			
Accommodation Fee	Accommodation fee should be based on the following unit maximum price per night, depending on locations where grant recipients will be traveling.			
	*1	(A)	(B)	(C)
	Europe/North America	19,000 yen	17,000 yen	15,000 yen
	Other	15,500 yen	13,500 yen	10,000 yen

*1 (A) For Professors, Associate Professors, and Assistant Professors

(B) For Research Associates and persons other than (A) and (C)

(C) For graduate students

- Cost of accommodation will not be permitted if it is included in the academic conference participation fees and other conference cost.
- Use of taxi during business trips will be permitted only in emergencies or unavoidable situations. In the aforementioned cases, grant recipients must submit all receipts and indicate the reasons for travel.
- Boarding pass counterfoils must be submitted together with the receipts of airline passenger tickets.

2) Domestic Travel Expenses

Domestic travel expenses will be allowed only when domestic travel for survey, research, research meetings, and academic conferences are deemed necessary.

Standard for Domestic Travel Expenses

Rail Fare	The amount of a regular passenger fare ticket will be permitted. The following fare types will also be permitted, depending on distance traveled: 100 km or longer : Shinkansen, limited express train, and express train fare 500 km or longer : Green Car fare excluding Shinkansen zones
Ship Fare	Regular passenger fare will be permitted. (High-speed limited express and express ship fare will also be permitted.)
Air Fare	Airfare will be permitted if business trips are at a rail distance of 500 km or longer.
Bus Fare	Actual fare will be permitted.
Accommodation Fee	Accommodation fee will be permitted up to 12,000 yen per night.

- Accommodation fee will be permitted if business trips are 100 km or longer and if grant recipients travel overnight by train for a distance of 500 km or more during business trips.
- Cost of accommodation will not be permitted if it is included in the academic conference participation fees and other conference cost.
- Accommodation fees will be permitted for the amount actually paid based on the standard above.

- d) Use of taxi during business trips will be permitted only in emergencies or unavoidable situations. In these cases, all receipts must be submitted.
- e) Use of public transportation is highly recommended. (Rental-cars and gasoline expenses will not be permitted.)
- f) Boarding pass counterfoils must be submitted together with the receipts of airline passenger tickets.

3) **Equipment Expenses**

“Equipment” will include products that cost 200,000 yen or more including sales tax for one item or one set of items. Specific description (manufacturer, model, and quantity) and the exact price must be noted on the Expenses Report.

4) **Supplies Expenses**

Supplies expenses will include stationery, experimental materials, and research instruments less than 200,000 yen including sales tax for one or one set of items. Items that cost 100,000 yen or more but less than 200,000 yen must be described specifically along the same lines as equipments. The specification of items (such as manufacturer, model and quantity) must be noted on the Expenses Report.

5) **Material Purchase**

Material will include academic books, magazines, microfilms, records, recording tapes, videotapes, CDs, DVDs, etc. “Material Purchase Report (Mori Grants Format 2-1)” must be submitted if the receipts do not specify the categories and titles of the materials purchased.

6) **Transportation Expenses**

- a) Transportation expenses include local transportation. In principle, receipts for local transportation are required, but submission of “Transportation Expenses Report and Receipt Form (Mori Grants Format 2-2)” will be accepted for transportation expenses for 100 km or less by train or bus.
- b) “Transportation Expenses Report and Receipt Form (Mori Grants Format 2-2)” must be submitted for each journey using electronic cards (e.g. “Suica”, “PASMO”) and/or magnetic cards (e.g. “Passnet”, “Bus Card”), while you do not need to submit receipts for such cards.
- c) The route of transportation should be economical.

7) **Honorarium**

Individuals who provide assistance in research in any form will be paid an honorarium. Grant recipients must submit the “Honorarium Receipt Form (Mori Grants Format 2-3)”.

Examples of Services that Merit an Honorarium:

- Collection and arrangement of research references and survey documentation
- Translation of foreign documents
- Providing specialized and technical knowledge (including reward for instructors)
- Software development

Standard for Calculating the Amount of Honorarium to be Paid:

Type of Recipient	Wage (per hour)
Undergraduate Students	850 yen
Graduate Students and Others	900 yen

Grant recipient must submit the “Honorarium Receipt Form (Mori Grants Format 2-3)” signed and sealed by the honorarium recipient if grant recipients give cash vouchers such as prepaid cards, gift certificates and book coupons to individuals as honorarium.

8) **Meeting Expenses**

Meeting expenses for conferences and gatherings must be 1,000 yen or less per person. Expenses for consumption of food and/or drinks by students will not be reimbursed.

9) **Other Expenses**

Other expenses to be included in “Miscellaneous” will be correspondence and shipping expenses, printing expenses, photofinishing expenses, and machine repair expenses.

10) 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)