

Application Guidelines for the Graduate School of Science and Technology Overseas Research Grant Program for [FY2024 \(Spring Application\)](#)

1 . Purpose of the Program

The Graduate School of Science and Technology (SST) supports graduate students who are engaged in research at overseas research institutions through the “Graduate School of Science and Technology (SST) Overseas Research Grant Program” to financially assist them traveling overseas for research.

This grant program is funded by the Meiji University School of Science and Technology Education and Research Promotion Fund. This fund gets financial support from designated donations in support of the objectives of the Fund which are to promote Education and Research Promotion in commemoration of the 50th Anniversary of the SST.

2 . Qualifications for Application

Applicants must meet all of the following requirements:

- (1) Must be enrolled in the Master's Program of the Graduate School of Science and Technology at the time of application and during the travel period.
- (2) Have not been selected for this grant program in the past.
- (3) Must have completed the obligatory program for compliance and research ethics education ([eAPRIN](#)) designated by Meiji University.

3 . Subsidy Period

Between 1 month to 1 year from the start date of travel

[Travel period: June 1, 2024 - March 31, 2025](#)

Travels that carry over fiscal years (March 31 -April) are not permitted. If the last day of the travel period will be after [February 28, 2025](#), please consult with the SST Office in advance.

4 . Examples of Overseas Research Institutes

Overseas universities, national and public research institutions, non-profit research institutes, etc.

5 . Amount of Benefit

- (1) Overseas travel expenses

The actual cost equivalent to the round-travel (economy class) airfare (maximum 300,000 yen (including tax)).

(2) Accommodation and staying expenses

The amount is calculated using the following formula (rounding down fractions of less than 1,000 yen). The maximum amount that will be paid is 480,000 yen (including tax).

$$\frac{(\text{duration of travel (day)})}{30 \text{ (day)}} \times 80,000 \text{ (yen (incl. tax))}$$

6 . Method of Payment

The benefit will be paid in two installments as set out below. One payment will be made before the traveling and one after returning. As a general rule, the grant will be paid in the same fiscal year of the travel.

Before traveling

The round-trip airfare (economy class) will be paid after submission of receipts for tickets purchased before travel.

After return

The accommodation and staying expenses will be paid after the submission of round-trip air ticket stubs and confirmed that the research activities were carried out as planned for the scheduled travel period.

7 . Number of Selected Applicants

1~3 people

8 . Application Procedure

The following documents shall be submitted. Only one application per person is accepted.

(1) Application Documents

①SST Overseas Research Grant Program Application Form (designated form)

- The font size must be 10pt or larger.
- Do not change the number of pages.

②Application form for other programs/systems

(*Submit only if there is a possibility of receiving other grants)

(2) Submission Method

Submit the original documents with the signature/ name and seal of your academic advisor to the SST Office. In addition, send a Word file of the submitted documents to the following

address.

E-mail: sst@mics.meiji.ac.jp

Subject: Submission of Overseas Research Grant Program (Student ID No., Name)

9 . Application Deadline

May 7, 2024 (Tue) 16:00

1 0 . Selection Method

The Selection Committee established in the Graduate School of SST will select the successful applicants through a document review of the Application Documents.

1 1 . Notification Date of Selection Result

Late May 2024 (tentative)

1 2 . Procedures After Selection

(1) Submit an acceptance letter (proof of acceptance by the overseas research institution; any format is acceptable) as soon as possible.

※It is recommended that you obtain prior approval from the overseas research institution as you will be required to prepare and submit a Letter of Acceptance by late May in case you are selected.

(2) Submit the necessary documents before traveling. For details, please follow the instructions in the documents enclosed with the notification of selection results.

1 3 . Duplicate Grants

Duplication of other grants/fellowships may be permitted if considered necessary for execution of the research plan. In this case, they can be combined only for the travel made in the relevant fiscal year.

However, please note that there may be restrictions in the guidelines of other grants/fellowships, so please be sure to check beforehand. Meiji University will not be held responsible for any loss of eligibility due to duplicated receipt.

1 4 . Compliance by Selected Applicants

The grant may be canceled or asked for half/full refund if the applicant violates the following articles (1) to (3) or applies to (4) - (10).

(1) The recipient must devote themselves to research under their research plan. If the research plan, overseas research institution, host researcher, or travel period needs to be changed due

to unavoidable reasons, they must clearly state the reasons and obtain approval from the Selection Committee urgently.

- (2) The recipient must submit a report (in the prescribed format) within two weeks of the end of the travel period.
- (3) If the recipient takes a leave of absence from Meiji University during the period of travel or during the semester of travel.
- (4) If the recipient withdraws or gets expelled from Meiji University.
- (5) If the recipient gets disciplinary action stipulated in Article 62 of the Meiji University Graduate School Regulations.
- (6) When there are false statements in the application documents, etc.
- (7) If the recipient enrolls in an overseas university/ graduate school during the travel period which obtaining credits or a degree is mandatory.
- (8) When there has been a misconduct in the research activity, fraudulent receipt or misuse of the grant.
- (9) When the Selection Committee deems the applicant as an inappropriate recipient.

1 5 . Attention Regarding Travel

- (1) The applicant will be responsible for any preparations and arrangements to carry out the research plan, as Meiji University will not be involved in any visa or other application procedures for travel.
- (2) The applicant will be responsible for all necessary coordination with the research institution overseas, considering that the application for the Research Grant Program may get rejected. Meiji University will not be involved in any of the coordination procedures.
- (3) Applicants must make arrangements to purchase overseas travel insurance. Meiji University will not be responsible for any accidents, such as injury or illness that may occur during the travel.
- (4) The applicant must comply with security export control regulations, etc. established by Meiji University (such as dealing with leakage of technology to overseas)
- (5) In principle, a temporary return to Japan during the period of research is not permitted.
- (6) The grant must be refunded fully to the university if the travel gets canceled due to the applicant's personal reasons. Moreover, the applicant must pay for the other necessary fees charged due to cancellation.

1 6 . Course Completion During the Study Abroad

- (1) Recipients may take the Main Courses during the study abroad period only with the approval of their academic advisor.

- (2) Recipients may take the Special Courses during the study abroad period only with the approval of the faculty member in charge of the course. However, please note that there may be cases in which the registration is denied.

1 7 . Others

- (1) The recipient must notify their supervisor and the SST Office if they are a TA and will be absent for TA duties for a long term in attending the program. Any money paid for as TA jobs without prior notification must be refunded. Those resigning from a TA should report their supervisor and submit the "Resignation Letter" to the SST Office. Students expected to be hired as TAs should consult with their supervisor regarding the grant program and duration of the travel before applying.
- (2) The recipient's research title and its summary may be posted on the Graduate School of SST website. However, personal information and confidential research results will not be published without the recipient's permission.
- (3) The recipients must actively cooperate with the debriefing sessions, etc. held by the Graduate School of SST.

[Contact Information]

School of Science and Technology Office (Graduate School)

Mail:sst@mics.meiji.ac.jp