

FY 2016 Call for Proposals for the Student-Initiated Programs

The Center for the Promotion of Integrated Sciences

1. Summary

The Center for the Promotion of Integrated Sciences (CPIS), under the SOKENDAI's education and research philosophy, invites proposals for the student-initiated programs that include interdisciplinary exchanges (of multiple schools/departments to plan and implement a program), research seminars, study workshops, and others. Through the student-initiated programs, we aim at training our students to gain a broad vision and to acquire practical problem-solving skills. The previously selected programs are listed below under [Examples of the Proposed Programs], and also found at the CPIS website.

CPIS Student-Initiated Programs

<http://cpis.soken.ac.jp/project/exchange/gakuseikikaku/index.html>

Upon selecting programs proposed, the CPIS may ask some additional requirements in order to make the programs more effective. The CPIS professors will assist you at the stages of planning as well as implementing of a program. Please feel free to contact us; we can also help you prepare the application documents.

[Examples of the Selected Programs]

- Invite researchers in and outside Japan, and plan a lecture
 - E.g. "Research Discussion on Science and Society" (FY2011) – Began with selecting researchers/lecturers to invite, and organized a two-day intensive discussion meeting.
- Organize continuing research seminars/workshops, and strengthen exchanges among different departments through dialogues
 - E.g. "SOKENDAI Interdisciplinary Net"(FY2010) – Organized seminars on a regular basis, and each seminar had two to three presenters.
- Organize study meetings
 - E.g. "Okazaki 08 Study Meeting" (FY2009) – Held four study meetings a year. The meetings consisted of and managed by different forms, such as each student's presentation on their research field, and visits to research institutes.

2. Deadline of Application Submission

Tuesday, May 31st, 2016, 5:00 p.m. (Japan Standard Time)

3. Where to Submit the Application

Representative applicant must obtain an approval of his or her department's director, before submitting "Application Form (Form 1)" and "Budget Plan (Attachment 1)" to the General Affairs Section, Office for the CPIS. Mail the forms to zengaku-edu@ml.soken.ac.jp

4. Budget

Maximum 500,000 yen per program. However, we do not automatically omit any proposal that exceeds 500,000 yen. Please contact the CPIS professors in advance if you would like to propose more than 500,000 yen as the budget.

5. Eligibility and Others

Representative applicant must be a student of SOKENDAI (being registered as of April 1st, 2016). Those students who are on a leave of absence at the time of application, or who intend to take a leave of absence in or after April 2016, cannot be a representative applicant or a member of the student-initiated program.

In addition, the same student cannot be a representative of more than one program.

6. Notes for the Submission

(1) Members of the student-initiated programs must belong to different departments of different schools. In the implementation framework, each department involved in the program must have one responsible person (student).

(2) One or more faculty advisors of the department to which the representative applicant belongs must take part in the program. The faculty advisor(s) shall agree with the purpose of the proposed program, and will be responsible for the implementation of allocated budget and management of purchased goods. Representative applicant must have an approval of the faculty advisor(s) before applying for the program.

(3) When part of a budget would be allocated to departments different from that of the representative applicant, one or more faculty advisors of the department(s) where the budget will be distributed must be also appointed. (Not required to mention in the Application Form (Form 1).)

(4) Representative applicant as well as all the members of the program must have an approval of their academic advisor at the time of application.

(5) Must indicate one of the most appropriate keywords below for the proposing program, in the Application Form (Form 1).

Connection between different fields / Partnership with society / International / Networking among students / Inter-generational Cooperation

(6) Do not divide one project into multiple student-initiated programs in order to apply for more than one program.

(7) Any program that only contributes to a student's individual research activity will not be considered.

(8) Any event that will be planned through the student-initiated programs must be open to all the SOKENDAI students, and possibly to SOKENDAI professors and outside researchers. Not required to write down all the participants' names in the Application Form (Form 1); yet, must list their names and affiliations in the Report (Form 2).

(9) If applying to other funded projects with the same or similar program titles, provide the information of the funds in the Application Form (Form 1). This information does not affect the evaluation/selection process of the programs; however, it will be reference for the future student-initiated programs.

7. Intended Use of the Budget

(1) Expenses that can be applied for

Apply for the expenses, listed below, to be implemented within the program period (latest by the end of March 2017). Please note that the amount of budget to be allocated each fiscal year will be determined annually, according to the content of the program plan and the relevance of the budget-use. (When the budget is implemented in departments, follow the instruction of the research institutes.)

Honorariums, etc.	For collaborators to provide research support and technical knowledge in implementing the program. For lecturers.
Travel	For necessary travels, such as domestic and overseas travel expenses, students' transportation fees, and/or to invite overseas guests, etc.
Goods	For necessary equipment, supplies, and books.
Service	For necessary printing, venue rental fees, and/or other commissions to entrusted contractors, etc.

(2) Expenses that can NOT be applied for

Any food or drink expenses for social gatherings (no alcohol expenses will be approved for any case); building/facilities renovation/repair expenses; funding for students' tuitions; purchase costs of furniture or PCs (including tablet terminals); and/or any other expenses not relevant to the program will not be considered.

*The purchase of goods such as PCs and servers may be approved, only when the items are the essential part of the program, and the concrete reasons are demonstrated at the time of application.

8. Budget Allocation

For the selected student-initiated programs, the budget will be allocated to the department (research institute) to which the program's faculty advisor(s) belong. Please follow each research institute's accounting regulations to implement the budget.

If planning an event that calls for participants from all the departments and schools, and difficult to anticipate the number of participating students, its budget can be managed at the CPIS, and the CPIS professors can assist in implementing the budget (e.g. to pay transportation fees for the participating students).

9. Selection of the Programs

The programs will be selected based on the submitted application documents as well as a hearing (if necessary), then determined whether they can be selected or not. The budget will be also assessed. The CPIS acting committee will make a final decision.

The hearing will be scheduled in Tokyo in May 2016. The selection schedule and hearing venue will be notified later to the representative applicants.

Please note that reprehensive applicants must be present at the hearing, as it is the critical occasion and stage for the evaluation of the proposed program and its budget for the selection.

*In case a representative applicant cannot attend the hearing due to his or her research activity or courses, please arrange another member of the program to substitute and attend the hearing.

10. Program and Financial Reports

For the selected programs, the students must attend the de-briefing session (final report presentation) that will be held at Hayama Campus in January or February 2017. A program final report is also required to be submitted within one month of the completion of the program.

If renewing the FY 2015 student-initiated program, must submit the final report for the FY 2015 at the time of application. The final report shall provide the concrete progress and achievements based on the proposed plan, and a self-assessment to what extent the objectives have been achieved. The assessment must include, for example, the objective numbers/measurement such as the numbers of participated members of the program.

Must submit a financial report after completing the program, and the budget mount executed being determined.

11. Exposure of the Programs

Please be advised that, after completing the student-initiated programs, the contents and reports will be publically open through the CPIS website and others.

12. Contacts

○ For the Content of the Programs

Dr. Hitomi Hongou, Associate Professor

Dr. Kouhei Kikuchi, Assistant Professor

The Center for the Promotion of Integrated Sciences (CPIS)

E-mail : cpis-office@ml.soken.ac.jp

○ For the Application Form, Reports, and Submissions

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