Guidelines for Co-Creation Activity Support Expenses

Overview

To support students who voluntarily engage in co-creation activities across institutions, universities, companies, etc., this program provides financial assistance for travel expenses. In addition to travel costs, small expenses such as venue rental fees and honoraria for lecturers may also be covered if necessary.

Eligible Activities

Co-creation activities such as joint research or seminars voluntarily conducted by students of this university, with clear objectives and implementation plans. Note: Joint research or seminars conducted by the student's affiliated institution or under research supervision contracts are not eligible.

Support Amount

- Maximum Support per Application: ¥200,000
- Annual Budget: Approximately ¥3,000,000

Note: Expense execution procedures will be handled by the Hayama Headquarters. Please apply after understanding the separate document "Regarding Expense Execution for Co-Creation Activity Support Expenses."

Eligible Expenses

Travel Expenses: Support is provided for travel expenses necessary for joint research, seminars, etc. Eligible recipients are students of this university and individuals receiving honoraria.

Other Expenses:

- Venue Rental Fees: Support for venue rental fees necessary for joint research, seminars, etc. (including usage fees for necessary equipment for meetings).
- Lecturer Honoraria: Support for honoraria for external lecturers necessary for seminars, etc.
- Other: Support for other expenses deemed truly necessary for joint research, seminars, etc., in addition to venue rental and lecturer honoraria.
- Note: Applications for only 'Other Expenses' are not accepted.
- Note: The Co-Creation Support Division of the Center for Educational Planning and Development will review whether the expenses are appropriate and truly necessary in light of the purpose of this program.

Application Documents

- Implementation Plan (including breakdown of project expenses)

- Approval Letter from Academic Advisor

Application Deadlines

- After April: March 10
- After July: June 10
- After October: September 10
- After January: December 10

Note: If the deadline falls on a holiday (Sunday, Saturday, or public holiday), the deadline will be the nearest preceding non-holiday.

Selection Process

The Co-Creation Support Division of the Center for Educational Planning and Development will determine acceptance through document review. The amount of support will be assessed based on the implementation plan.

Notes on Application Documents and Selection

- Use the designated forms for application documents.
- If any false information is found in the documents, the acceptance may be revoked even after selection.
- A report must be submitted after the project ends.
- Cooperation may be requested for university projects or public relations activities.

Suspension, Cancellation, and Repayment of Support

- Unable to continue the project due to illness, etc.
- Takes a leave of absence from the university
- Withdraws or is expelled from the university
- Receives disciplinary action
- Significant issues in project progress, making it unlikely to achieve intended outcomes
- Failure to submit required documents within deadlines after selection
- False information found in documents submitted after selection
- Engages in research misconduct (fabrication, falsification, plagiarism, etc.)
- Misuses research funds
- Voluntarily withdraws from the program
- Engages in clearly inappropriate behavior for this program

Handling of Personal Information

Personal information included in application documents will be strictly managed in accordance with the 'Act on the Protection of Personal Information' and used only for the operation of the Co-Creation Activity Support Expenses Program of the Graduate University for Advanced Studies (including provision of personal information to external companies for data processing and management).

Submission and Contact Information

Collaborative Innovation Affairs Section, Academic and Student Affairs Division

Email: ssupport1(at)ml.soken.ac.jp (replace (at) with @)