

Research Grants
Graduate School of Global Studies (GSGS)
Application Guidelines, 2025

1. Objective

The GSGS Research Grant aims to financially support the research activities of graduate students.

2. Eligibility to Apply

Students currently enrolled full-time as a master's or doctoral student in a GSGS program (GPIR, GPAS, GPGS, GPIC) are eligible. (Students on leave of absence are ineligible).

3. Amount

The maximum grant is 200,000 yen.

4. Use of Funds

A. Published resources (print and digital versions of books and journals) and online resources (statistical and historical databases, article and image collections, repositories and archives of libraries, news media, and other organizations).

*List the title(s) of each resource. Books should include the names of authors and publishers.

Online databases should include the URL address.

*The funds cannot be used for office supplies.

B. Research assistance (statistical analysis, interpretation, translation, photocopying).

C. Travel for fieldwork or site visits (archives, collections unavailable online).

* Please list the names of the destination and/or site(s).

* Funds cannot be used for expenses related to conference participation.

5. Evaluation

A faculty committee evaluates the applications in terms of their research objective, plan, and budget.

6. Time Frame for Research

Research is conducted between April 17, 2025 and January 31, 2026. (Grant must be used by January 31, 2026).

7. Application Procedure

Download application form from the GSGS homepage, fill it out and send it as an attached email file to the GSGS office. (NOTE: the student's academic advisor must sign the form before submission).

Homepage: <https://dept.sophia.ac.jp/g/gs/>.

Email: gds-gs@sophia.ac.jp

Application period: April 23, 2025 to May 25, 2025

Deadline: Sunday, May 25, 2025 by 23:59

8. Notification of Result

Grantees will be notified of the result by the GSGS Dean via email.

9. Responsibilities of Grant Recipients

Responsibilities include

- a) using the funds appropriately according to university regulations,
- b) submitting receipts of expenditures in a timely fashion (such as submitting the receipts no later than **2 months after issue**),
- c) submitting a description of collected data,
- d) a final research report within two weeks after completion of the research (but not later than 13 February 2026).

10. Contact information

Address: Graduate School of Global Studies
Building 10 Room 435
Sophia University
Kioi-cho 7-1, Chiyoda-ku Tokyo 102-8554

E-mail: gds-gs@sophia.ac.jp

Website: <https://dept.sophia.ac.jp/g/gs/>

Office Hours: Monday to Friday from 9:30-11:30/12:30-16:00