Institutional Project Support (IPS) Program

in Japanese Studies

**Proposal for the Coming Year: Instructions & Checklist**

The Japan Foundation requires that the Interim Report and Proposal for the Coming Year be submitted together on the deadline established in the Notice of Grant Approval (Grant Letter). If there are any delays, please promptly inform the Foundation.

**Cover Sheet**

* **Project Duration**: Please list the full duration of the grant from Year 1 through the final year.
* **Project Cost**: For past grant years, the “Amount Request from JF” must match the amount remitted. For upcoming years, the amount should match the original application.
* **Project Description**: If there are any anticipated changes to the content of the project, please provide a detailed rationale.
* **Authorized Signatures**: E-signature is acceptable. If any of the signing individuals have changed from previous years of the grant, please indicate this in the box provided.

\*Authorized Representative is the individual within the applying institution who is legally responsible for administering grant funds. Project Director is the individual responsible for the content and status of the project. Bursar is the individual responsible for the financial reporting of the project. These roles must be appointed to three separate individuals.

**Detailed Budget Sheet (Excel File)**

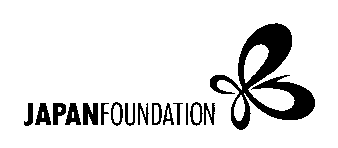
* Please reference the Detailed Budget Sheet submitted with the original application.
* All expenses related to the project, including those not supported by JF, must be reported.
* Breakdowns are required for all line items supported by JF.
  + Examples:
    - [Honoraria/Wages]: Visiting Lecturer ($300/day x 2 days x 1 person)
    - [Transportation]: Round-trip airfare NYC-Tokyo ($1,700 x 1 person)
    - [Accommodation Expenses]:   
      Hotel for Conference Participants ($180/night x 2 nights x 5 people)  
      Per Diem for Conference Participants ($50/day x 2 days x 5 people)

**Narrative Descriptions and Timeline of the Project**

* Attach as a separate document.
* Indicate the event(s), dates, and location(s) in chronological order, as well as a budget justification.

Please submit the proposal by email directly to the Associate Program Officer at the Japan Foundation, New York.

The Interim Report and Proposal for the Coming Year must be submitted together.



Institutional Project Support (IPS) Program

in Japanese Studies

**PROPOSAL FOR THE COMING YEAR**

Date: (Yr.) (Mo.) (Day)

/ /

**COVER SHEET**

Attn: Managing Director, Japanese Studies Department, The Japan Foundation

独立行政法人国際交流基金　日本研究部長　殿

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Outline** | | | | | |
| **Project Title** | |  | | | |
| **Project Duration**  *Full duration of grant from Year 1 through final year* | | From \_\_/\_\_/20\_\_ to \_\_/\_\_/20\_\_ | | | |
| **Project Cost**  *Please add rows for additional grant years if necessary.* | |  | Total Project Cost | Amount Request from JF | |
| Year 1 |  |  | |
| Year 2 |  |  | |
| Year 3 |  |  | |
| Year |  |  | |
| Total |  |  | |
| **Project Description** | | | | | |
|  | | | | | |
| **[If applicable] Describe any substantial changes in the content of the project, if different from the original proposal.** | | | | | |
|  | | | | | |
| **Applying Institution (e.g. university, institute, research foundation)** | | | | | |
| **In English** |  | | | | |
| **(In Japanese)** |  | | | | |
| **Address of**  **Institution** |  | | | **Legal Status** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department (e.g. Division, Center, Institute, etc.) that will conduct the project within the Applying Institution** | | | |
| **Name of**  **Department** |  | | |
| **Address of**  **Department** |  | **Telephone** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized Signatures** | | | |
|  | **Authorized Representative** | **Project Director** | **Bursar** |
| Name | Prof.  Dr.  Mr.  Ms.  ☐ \_\_\_\_ | Prof.  Dr.  Mr.  Ms.  ☐ \_\_\_\_ | Prof.  Dr.  Mr.  Ms.  ☐ \_\_\_\_ |
| Title |  |  |  |
| Signature |  |  |  |

|  |
| --- |
| **If the name of the Authorized Representative, Project Director, or Bursar is different from previous years of the grant, please state the reason.** |
|  |

**Include with this Cover Sheet**: Budget Sheet andNarrative description and timeline of the coming year, indicating the event(s), date(s), and location(s) in chronological order, as well as a budget justification.