Institutional Project Support (IPS) Program in Japanese Studies

**Interim Report: Instructions & Checklist**

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

**Cover Sheet**

* Please reference the Grant Letter: Details of Support when completing the Grant Information section.
* E-signature is acceptable.

**I. Narrative of the Project**

**II. Financial Report (Excel File)**

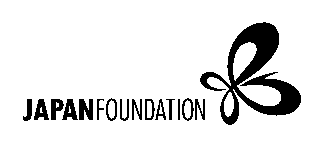
**III. Detailed Budget Sheet (Excel File)**

* Please reference the Grant Letter: Details of Support and the Detailed Budget Sheet.
* All expenses related to the project, including those not supported by JF, must be reported.
* Expenditures should be explained in the Report of Activities.
* 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)

Please submit the report 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.

An Interim Report is not required in the final year of the grant.

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Institutional Project Support (IPS) Program in Japanese Studies

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

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**INTERIM REPORT**

**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

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| **Grant Information** *(as it appears in the Grant Letter: Details of Support)* | |
| **Ref. No.** |  |
| **Institution (Grantee)** |  |
| **Project Title** |  |
| **Project Year**  *Please select one.* | First Year  Second Year  Third Year  \_\_\_\_\_ Year |
| **Project Duration** | Year \_\_ Grant Period  From \_\_/\_\_/20\_\_ to \_\_/\_\_/20\_\_  Full Duration of Grant from Year 1 through Final Year  From \_\_/\_\_/20\_\_ to \_\_/\_\_/20\_\_ |

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| **Authorized Signature** |
| **Project Director**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

**I. NARRATIVE OF THE PROJECT**

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| **1. Progress of the project to date**  Please describe the progress made toward the expected outcomes of the project to date. If there are any changes in the contents of the project, please provide details below. |
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| **2. Project Components and Participants/Collaborators**  Please use the table below to report the following: 1) Event information with major participants, collaborators, and/or cooperating institutions including researchers, collaborators, guest speakers, moderators, audience, etc., 2) New and existing courses offered in Japanese Studies by new faculty, 3) Other JF-funded research and educational activities, including those conducted by a new hire, publications, research trips, peer-revied papers. Add additional tables as necessary. | | | |
| **1) Events** | | | |
| **Event Title：**  **Date：**  **Number of Participants/ audiences:** | | | |
| **Role** | **Name** | **Title and Institution**  *(Professor of ○, University of ○○)* | **Note** |
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| **Event Title：**  **Date：**  **Number of Participants/ audiences:** | | | |
| **Role** | **Name** | **Title and Institution** | **Note** |
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| **Event Title：**  **Date：**  **Number of Participants/ audiences:** | | | |
| **Role** | **Name** | **Title and Institution** | **Note** |
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| **2) Courses** | | | | |
| **Course Title, Term** | **Instructor** | **Course Level**  **(ex. Undergraduate, Graduate, etc)** | **Number of students enrolled** | **Credits** |
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| **3) Other JF-funded research and educational activities** | | | |
| **Role** | **Name** | **Activity** | **Note** |
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| **3. Plans for the remaining grant period**  Please describe all upcoming projects and the plans for the remaining budget in this grant year. |
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| **4. Notes and Comments, if any.** |
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