Institutional Project Support Small Grant (IPS-Small)

Program in Japanese Studies

**Final Report: Instructions & Checklist**

The Japan Foundation requires the Final Report to be submitted on the schedule established in the Notice of Grant Approval (Grant Letter). If there are any delays, please promptly inform the Foundation. Please use the provided JF forms.

**Cover Sheet**

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

**I. Report of Activities**

**II. General Evaluation of the Project**

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

* All figures in the Financial Report must match those in the Detailed Budget Sheet.

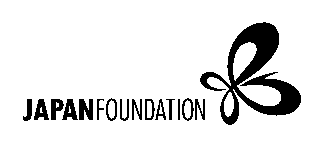
**Detailed Budget Sheet (Excel File)**

* 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.
* 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)

**[If applicable] List of Books & Materials**

* Please use the JF form (Excel file)
* Entries may be listed in either English or Japanese.
* For volumes, please list each title as a separate entry.

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

****Institutional Project Support Small Grant (IPS-Small)

Program in Japanese Studies

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

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**FINAL 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 Duration** | From \_\_/\_\_/20\_\_ to \_\_/\_\_/20\_\_ |

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| **Enclosures**  Please check the boxes below for each document included in the final submission. | |
| **Required Documents** | |
|  | I. Report of Activities (SECTION I) |
|  | II. General Evaluation of the Project (SECTION II) |
|  | III. Financial Report and Detailed Budget Sheet (SECTION IIII) |
| **Additional Documents [if applicable]** | |
|  | Evaluation(s) by a third party |
|  | Questionnaire results from participants and students |
|  | Copy of materials, such as programs and lecture summaries, distributed at conferences, symposia, seminars, etc. |
|  | Publications, brochures, flyers, etc., related to the project |
|  | Photos of conferences, symposia, seminars, etc. |
|  | Copy of press-cuttings related to the project |
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| **Authorized Signatures** | | |
| **Authorized Representative**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Project Director**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Bursar**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

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| **If the name of the Authorized Representative, Project Director, or Bursar is different from that written on the Notice of Grant Approval, please state the reason.** |
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**I. REPORT OF ACTIVITIES**

**SECTION I**

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| **1. Outline of Project**  Please report all activities in this grant year using additional pages as necessary. |
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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-reviewed 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*** | | | | | |
| **Couse Title, Term** | **Instructor** | **Undergraduate, Masters, PhD** | **Number of students enrolled** | **Number of**  **students that completed the course** | **Credits** |
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| ***3) Major participants, collaborators, and/or cooperating institutions*** | | | |
| **Role**  *(Researchers, Collaborators, Guest Speakers, Cooperating Institutions, etc.)* | **Name** | **Title and Institution**  *(Professor of ○, University of ○○)* | **Country of Origin** |
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| **3. Project Timeline**  Please list all activities that took place during this year of the grant. This may include faculty hires, conferences, seminars, courses, student awards, purchase of library acquisitions, etc. | | |
| **Date** | **Activity** | **Location** |
| *July 7, 2022* | *Conference Name (please see enclosed program)* | *Conference Room of Y University* |
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| **4.** **Report of evaluation(s) and questionnaire results from participants and students, if**  **applicable.** |
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| **5. Dissemination of materials related to the project, such as publications, brochures, flyers etc.**  Please list the number of copies printed and distributed for each publication, brochure, flyer, etc. |
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| **6. Comments on the outcomes of each project component (events and courses)** |
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| **7. Changes and/or modifications made to the original proposal**  Please indicate if there are any changes to the grant project or budget for this year of the grant. If possible, please note the date of the Japan Foundation approval letter. |
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| **8. Please describe future plans for Japanese Studies at your institution.**  For grants supporting new tenure-track lines, please provide details of the institution's plan for maintaining the line after JF support has concluded. |
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| **9. Notes and Comments, if any** |
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**II. GENERAL EVALUATION OF THE PROJECT**

**SECTION II**

**事業の総合評価**

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| **1-A. Achievement of the project objective and expected result**  当初計画の最終的な達成度  **Please select one.**  下記から選んでください。 |
| A. Achieved the objective far more than originally planned, and the results were greater than expected  大幅に目標を達成し、予想以上の成果を得た  　B. Substantially achieved the objective with the expected results  ほぼ目標を達成し、期待どおりの成果を得た  　C. Neutral  どちらでもない  　D. Partially achieved the objective, and partially obtained the expected results  一部の目標が達成できず、成果も部分的なものであった  　E. Barely achieved the objective or the expected results  ほとんど目標を達成できなかった |
| **1-B. Please briefly describe the reason for your answer to the above question.** |
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| **2-A. How significant has the Japan Foundation’s support been in implementing your project?**  計画された事業の実施における国際交流基金助成の意義  **Please select one.** 下記から選んでください。 |
| A. Very significant ／　たいへん有意義なものであった  B. Somewhat significant ／　まあ有意義なものであった  C. Neutral ／　どちらでもなかった  D. Not very significant ／　あまり有意義なものではなかった  E. Not at all significant ／　全く有意義ではなかった |
| **2-B. Please briefly describe the reason for your answer to the above question.** |
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