**Acceptance / Non-Acceptance of Grant and**

**Request for Grant Payment**

**Institutional Project Support (IPS) – Small Program in Japanese Studies**

**Grantee:**

**Project Title:**

Managing Director

Japanese Studies Department, The Japan Foundation

On the basis ofNotice of Grant Approval dated **YYYY/MM/DD (Ref. No. ) from the Japan Foundation**,

* We hereby **ACCEPT** the grant offered for the project **and request that the Japan Foundation pay the grant to the following account**. In accepting, we further agree to abide by the articles stipulated in the Details of Support and the General Terms and Conditions for a Grant.

|  |  |  |  |
| --- | --- | --- | --- |
| Request for Payment | Currency Unit  **USD** | Amount of Grant | if applicable  □1st payment　□2nd payment |

|  |  |
| --- | --- |
| Bank Name | Bank’s Branch Name |
| Bank’s Branch Address | |
| SWIFT (BIC) Code | |
| Account Number or IBAN Code (if any) | |
| Name of Account Holder | |
| Address of Account Holder | |

We certify that the above is an officially approved bank account and that the grantee is authorized to receive disbursements from foreign sources.

* We hereby **DECLINE** the grant offered and withdraw the application for the project for the following reason.

Authorized Representative (name in block letters)　Signature　　　　　　　　　　　　　 Date

|  |
| --- |
| If the name of Authorized Representative is different from the one written on the Notice of Grant Approval, please note the reason here. |

**INSTRUCTIONS**

1. Please check the appropriate box and fill in the blanks, and then submit to the Japan Foundation **within 30 days** of receipt of the Notice of Grant Approval.

2. Please fill in the blanks in **Roman characters.** Please do not write in Chinese characters or Hangul alphabet.

3. The Japan Foundation will remit the grant to a bank account held in the name of the **Grantee**. If the Grantee cannot hold or use a bank account in their name, please specify the reason on a separate sheet.

4. The Japan Foundation cannot remit the grant to a personal account; neither can the grant be sent by check.

5. The payment will be made upon the arrival of the completed Request for Grant Payment Form at the Japan Foundation, within about two months before the beginning of the Grant Period.

6. Please notify the Japan Foundation promptly when there is going to be any change to the plan of the Grant Project (schedule, substance, budget, etc.).

7. When the Grantee fails to implement the Grant Project as planned after the payment of the Grant, or when any one of the events stipulated in Paragraph 21 of the Terms and Conditions for a Grant occurs, in principle, the Foundation shall revoke the decision to provide Grant and the Grantee must return the Grant to the Foundation. The Grantee is also required to pay the Japan Foundation an additional charge that shall be calculated at an annual rate of 10.95% of the Grant from the date of receipt of the Grant that the Grantee is ordered to return until the date of repayment of such Grant. (See Paragraphs 21, 23, and 25 of the General Terms and Conditions for a Grant.)