## Logo(Yoko_A_mono HI-IC)

## Institutional Project Support (IPS) Small Grant Program

**CHECKLIST FOR COMPLETE APPLICATION**

**1. Application Form, completed and signed**

● Please use the Japan Foundation Application form.

● Signatures are required from the Authorized Representative, Project Director, and Bursar.

JFNY accepts e-signatures.

\* These roles must be appointed to three separate individuals:

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.

● Fill out every section of the form and do not leave blanks, use “N/A” if necessary.

**2. Detailed Budget Sheet**

● Please use the Japan Foundation budget sheet form (excel file).

● Submit an excel version of the Detailed Budget Sheet to JFNY via email.

**3. Project Narrative**

● Maximum 4 pages (single spaced, 12 point font)

● May include: significance of the project, participating organizations and individuals, status of

preparation, activity priorities within the project, benchmarks for project evaluation,

sustainability/future plans.

● If this proposal was submitted in a previous year, please clarify the changes made (if any.)

**4. Project Timeline**

● Please indicate type of event, timing and location in chronological order.

**5. Curricula Vitae**

● Please use the Japan Foundation “Curriculum Vitae” form.

● A separate CV form must be included for each significant faculty participant.

**6. Letters of Support**

● This can include letters of support from the Applying Institution and letters of support from

collaborating institutions/individuals as applicable.

● Please address all letters to The Japan Foundation.

**7. Proof of 501(c)(3) status**

*Further details on these requirements can be found in the “Institutional Project Support (IPS) Small Grant Program Application Guidelines & Instructions”.*

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For fiscal 2023-2024

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

Application Form

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

/ /

**I. Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applying Institution (e.g. university, institute)** | | | |
| In English |  | | |
| (In Japanese) |  | | |
| Address of  Institution |  | Legal Status |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized Representative/Project Director/Bursar** | | | |
|  | Authorized Representative | Project Director | Bursar |
| Name | Prof.  Dr.  Mr.  Ms.  \_\_\_ | Prof.  Dr.  Mr.  Ms.  \_\_\_ | Prof.  Dr.  Mr.  Ms.  \_\_\_ |
| Position within Applying Institution |  |  |  |
| Mailing Address |  |  |  |
| Telephone |  |  |  |
| Email address |  |  |  |
| Signature |  |  |  |

**II. Project Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Title |  | | | |
| Grant Period  (for up to  1 year) | Year/Month/Day | Year/Month/Day | | Total number of months |
| from | to | |  |
| Project Cost | Total Project Cost | | Amount Request from JF | |
|  | |  | |
| Project Abstract (250 word maximum; please provide further detail in the Project Narrative.) | | | | |
|  | | | | |
| If the institution has applied to other grant agencies for related projects, please provide specifics of year, agency, and results of application (including pending) | | | | |
|  | | | | |

**III. Outline of the Applying Institution**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Names of Departments Offering Courses in Japanese Studies |  | | | | | | |
| Number of Faculty Engaged in Japanese Studies | Professors | | | Other | | | |
|  | | |  | | | |
| Number of Students in Japan-focused degree programs | Undergraduate | | Master’s Course | | | Doctoral Course | |
|  | |  | | |  | |
| Year of Establishment |  | | | | | | |
| **1. List or attach an appendix of all Japan-related courses taught by relevant faculty within the past three years.** | | | | | | | |
| Course titles | | Name and title of Professor | | | Student Enrollment | | Number of credits |
|  | |  | | |  | |  |
| TOTAL | | | | | persons | | /credits |

|  |
| --- |
| **2. Briefly outline the history and current status of Japanese Studies at your institution.** |
|  |
| **3. Please briefly describe the current financial situation at your institution, especially as it affects Japanese Studies.** |
|  |

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| --- |
| **4. Please briefly assess the outlook regarding the future plans and prospects of Japanese Studies at your institution.** |
|  |
| **5. Please briefly describe the past and present trends of student enrollment in Japanese Studies at your institution.** |
|  |
| **6. Please list all grants received from the Japan Foundation New York, Japan Foundation Los Angeles, and Center for Global Partnership (CGP) within the past 10 years, if any.** |
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