**Grant Program for Japanese Studies Projects  
Project Proposal Form**

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| Project Director: |

**Detailed Description of the Project**

1. Purposes of the Project

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| Please describe in a clear manner the objectives and aims of the project, explaining the background and relevance of the proposed project in relation to the current status of Japanese studies in the applying institution and in the applicant’s country. In the case of a project that is a continuation of a previous project funded by the Japan Foundation, detailed reference to the results of that previous project and why additional support is required should be clearly stated. |
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| (2-page maximum) |

2. Implementation Method

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| Specific information on the implementation method or approach to be taken should be included here. A summary of the schedule of the proposed project should be listed in a chronological format, based on the phases of “Preparation,” “Main Event(s) (Conference, Seminar, Study Tour, etc.),” and “Dissemination,” including conference venues, etc. |
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| (2-page maximum) |

3. Applying Institution, Participants, and Collaborating Organizations

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| The proposal must include information on the applying institution, collaborating organizations, and individuals involved and describe why they are appropriate and qualified to implement the project, and explain the rationale for the selection of the proposed participants and collaborating organizations. |
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| (2-page maximum) |

4. Dissemination

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| The proposal must contain a concrete description of a plan to disseminate the results of the project and pass on any products that will be generated by the project. The proposal should include the target audience(s) for the project, such as the policy community, media, business community, academia, or civil society, and explain how the results of the project will be disseminated to that audience. |
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5. Evaluation

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| Clear benchmarks and specific plans for evaluating the project (evaluation by the applicant and by third parties) to measure the success of the project should be given. The Grantee is requested to report the result in the final project reports. |
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**Project Budget**

1. Currency:       (in which the project budget is calculated)

2. Budget Plan

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| No. | Budget Item  (add when necessary) | Breakdown  （@ x day x persons, etc.） | Amount | Cost Coverage | | |
| Applicant | Other Funding  Sources | The Japan  Foundation |
| Meeting Expenses: | | | | | | |
| 1-1 | Preparing Materials |  |  |  |  |  |
| 1-2 | Venue Rental |  |  |  |  |  |
| 1-3 | Equipment Rental |  |  |  |  |  |
| 1-4 | Public Relations |  |  |  |  |  |
| 1-5 |  |  |  |  |  |  |
| Honoraria: | | | | | | |
| 2-1 | Speakers |  |  |  |  |  |
| 2-2 | Interpreters |  |  |  |  |  |
| 2-3 | Assistants |  |  |  |  |  |
| 2-4 | Collaborators |  |  |  |  |  |
| 2-5 |  |  |  |  |  |  |

Please fill in the “Breakdown” as they are crucial to the screening procedure of the Japan Foundation. (Continue to the next page.)

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| No. | Budget Item  (add when necessary) | Breakdown  （@ x day x persons, etc.） | Amount | Cost Coverage | | |
| Applicant | Other Funding  Sources | The Japan  Foundation |
| Travel Expenses: | | | | | | |
| 3-1 | International Airfare |  |  |  |  |  |
| 3-2 | Domestic Airfare |  |  |  |  |  |
| 3-3 | Other Transportation |  |  |  |  |  |
| 3-4 | Accommodation and  Per Diem |  |  |  |  |  |
| 3-5 |  |  |  |  |  |  |
| Other Expenses: | | | | | | |
| 4-1 | Purchasing Materials |  |  |  |  |  |
| 4-2 |  |  |  |  |  |  |
| 4-3 |  |  |  |  |  |  |
| 4-4 |  |  |  |  |  |  |
| 4-5 |  |  |  |  |  |  |
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| Total |  |  |  |  |

Please fill in the “Breakdown” as they are crucial to the screening procedure of the Japan Foundation.

**Project Budget (continued)**

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| 3. | Explanatory Notes for Project Budget  Referring to the budget item in the above budget plan by number, please indicate such information as: justification for the necessity of particular expenditures; details of proposed publications; detail about honoraria or fees, including the names of those to receive them; details of transportation costs, such as travel itinerary and class of travel; specification of hotels or conference halls; nature of books or materials to be acquired. Use additional sheets if necessary. | |
| No. | | Explanatory Notes |
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4. Other Funding Sources

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| Donor Institution | Status of Application  (Pending/Approved) | Amount |
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