

## **Instructions on Papers that should be submitted to the Foundation (Two-Year Project)**

It is most important that all documents pertaining to the grant be submitted by the deadlines indicated below. Please refer to the notes on each document and, when submitting documents, be sure to retain copies of the documents in case they need to be resubmitted. In particular, we ask that you pay special attention to the following items:

### **1. Memorandum**

Two copies of the Memorandum with your original signature should reach the Foundation no later than October 3, 2007. Failure to do so means canceling the approved grant funds.

### **2. Sheet for Bank Account Information**

The form titled *Bank Account Information*. If you do not give us accurate and detailed information should reach the Foundation no later than October 3, 2007. If you do not give us accurate and detailed information regarding your bank account, transferring grant funds is impossible.

### **3. Agreement of Co-Worker on Proposed**

The project coordinator is responsible for collecting *the Agreement* from those who take part in networking and submitting them to the Toyota Foundation by October 3, 2007. The subject of project and the grant number must be included on the form. Please photocopy the form as needed.

### **4. Interim Financial Statement (Forms AB-1)**

The grant recipients are requested to submit the Interim Financial Statement for the first year of the project by November 30, 2008.

### **5. Interim Progress Report (No official form is provided)**

The *Interim Progress Report* (A4 double space, 5-7 pages), including the following information, must be submitted by November 30, 2008.

Please refer to the following guidelines when writing your interim progress report.

1. What sort of networks were formed in order to clarify the issues to be tackled, or to work on resolving those issues? While referring to your monthly schedule, write about the process through which you formed these networks.
2. If you have made any new discoveries through your results or in the course of managing your project, write about them.
3. Write about how much progress you have made toward achieving your original project goals.
4. Based on your responses to the three tasks above, write about the prospects for the future of your project.

## **6. Report on Completion of Grant Period (Form AB-2)**

This form is an official notice that a project has been concluded, and it must be submitted, together with *Final Report* (see below), by November 30, 2009. Also, this form would help the Foundation Secretariat acquire information on the project coordinator such as affiliation, contact point at the time of submission.

## **7. Financial Statement (Forms AB-3(a)(b))**

This statement should be submitted by November 30, 2009. Fees and expenses for the entire period of the project must be listed on the form titled "*Detailed Expenditures*," which should be photocopied if more than one page is necessary. If the budgeted and actual amounts for fees and expenses differ greatly, please state the reasons, if necessary on a separate sheet. Grant funds remaining at the conclusion of the project must be returned to the Toyota Foundation.

## **8. Final Report (No official form is provided)**

The *final report* (A4 double space, 7 – 10 pages), including the following information, must be submitted by November 30, 2009.

Please refer to the following guidelines when writing your final project report.

1. List the original goals set for your project. Write about the parts of these goals that you were able to accomplish and those that you did not achieve, including your views on why you were able or unable to reach those targets.
2. In order to attain the goals of your project, what sort of networks did you establish? Write about these networks and the process of their formation.
3. Drawing on information in items 1 and 2 above, describe the results your project achieved. (Note that the nature of these results will differ for each project. Write about the achievements of your project in particular, including reasons that they can be considered achievements in your case.)
4. Did you share the results of your project activities with society in some way? Write about the sort of reaction you received from, for instance, the local community, society at large, or academic groups. Attach any relevant materials if available.
5. Write about the techniques you drew on and the aspects you found difficult in the management of your project.
6. Share your thoughts on the future of your project, looking at such aspects as prospects for the sustainability of and new developments in the networks formed, and changes that might be seen in network participants.
7. In addition to the above information, write about anything else you would like to share in connection with the project's management or results.
8. Share any opinions you might have on the Asian Neighbors Network Program or the Toyota Foundation.

When applicable, please also submit a copy of paper and/or book produced in the process of the project. Moreover, visual materials like photos and CD-ROMs documenting field work are welcome. The Toyota Foundation's digital and/or printing media might carry these contributions for the purpose of demonstrating grant funds were used.

**Please be noted in case of application for continuation, applicant is obliged to submit the new application form again and interview by program officer. Simply submitting the above-mentioned interim progress report is NOT sufficient for application for continuation.**

## **9. Summary (Forms AB-4(a)(b)(c))**

Please use the official forms and summarize the Final Report (see above) in "Form AB-4 (b)." The details of these forms might be entered into the database at the National Center for Science Information Systems (Tokyo, Japan). The information is made available to people in related fields. The Toyota Foundation also reserves the right to distribute copies of the summary in its original form or as a printed and bound document or through its home page on Internet. These forms must be submitted by November 30, 2009.

## **10. Requests to Make Changes to Plan (Forms AB-5)**

Please notify the Toyota Foundation in advance in the event that it is necessary to change the details of the initial plan. Also prior consultation with the Foundation Secretariat is highly desirable in such a case.

## **11. Others**

The Foundation may monitor and conduct an evaluation of the project under this grant, which may include a visit from Foundation personnel to observe your research activity, discuss it with you, and review financial and other records and materials connected with the activities financed by this grant.

If you have any further questions, please contact the following:

Asia Neighbors Network Program  
The Toyota Foundation  
Shinjuku Mitsui Building 37F  
2-1-1 Nishi Shinjuku  
Shinjuku-ku, Tokyo 163-0437 Japan  
Telephone: +81 (3) 3344-1701 Facsimile: +81 (3) 3342-6911  
E-mail: [ajirin@toyotafound.or.jp](mailto:ajirin@toyotafound.or.jp)

### **Regarding personal information**

Some personal information obtained from materials submitted by the grant recipient, specifically, the recipient's name and institution of affiliation, as well as summaries of the project proposal and results, will be made public through such channels as the Foundation's web site and publications and the databases of the National Institute of Informatics and the Japan Foundation Center. In addition, this information will be used within the Foundation office for the creation of statistical data and for correspondence with the Recipient. Except where permitted by law, the Foundation will not use the Recipient's personal information for any purpose other than those stated above without the consent of the Recipient.