

Asian Neighbors Program 2010 Special Subject
“Preservation, Utilization, and Transmission of Indigenous Documents in Asia”
Instructions on Papers that should be submitted
to the Foundation (Two Years)

It is the 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:

Regarding Form 3 to 9, you are able to download from our website below.
<http://www.toyotafound.or.jp/download/en/rinjin.html>

Document title	Form no.	Deadline	Note
I. Documents requiring urgent submit			
Memorandum	Form 1		Please submit immediately
Sheet for Bank Account Information	Form 2	<u>2010.9.29.</u>	
Agreement of Co-Worker on Proposal	Form 3		
II. Interim Financial statement and Report			
First Interim Financial Statement	Form 4	2011.4.8.	You should submit financial statements four times in two years in total
Second Interim Financial Statement	Form 4	2011.10.8.	
Interim Progress Report	Form 5		
Third Interim Financial Statement	Form 4	2012.4.8.	
III. Final Submission Documents			
Report on Completion of Grant Period	Form 6	2012.11.30.	
Last Financial Statement	Form 4		
Final Report	Form 7		
Report on Purchased Equipment	Form 8		
IV. Other Forms			
Requests to Make Change to Plan	Form 9	If necessary	Please consult a program officer of the foundation beforehand
Letter of Attorney	Form 10	If necessary (2011.4.8.)	If you entrust accounting to others such as university, you need to submit this document

**I . Please submit following documents immediately;
[URGENT] Deadline: Wednesday, September 29, 2010**

1. *Memorandum (Form1)*

Two copies of the *Memorandum* with your original signature should reach the Foundation no later than **Wednesday, September 29, 2010**. Failure to do so means canceling the approved grant funds.

2. *Sheet for Bank Account Information (Form2)*

The form titled *Bank Account Information (Form2-a)* should reach the Foundation no later than **Wednesday, September 29, 2010**. If you do not give us accurate and detailed information regarding your bank account, transferring grant funds is impossible. For details, please refer to *Form2-b*.

3. *Agreement of Co-Worker on Proposal (Form3)*

The representative is responsible for collecting *the Agreement* from those who take part in networking and submitting them to the Toyota Foundation by **Wednesday, September 29, 2010**. The subject of project and the grant number must be included on the form. Please photocopy or download the form as needed.

II. Interim Financial statement and Report

Regarding *Financial Statement*, you are required to submit 4 times in 2 years. And you should submit *Interim Progress Report* and *Final Report*.

[Deadline: Friday, April 8, 2011]

1. First Interim Financial Statement (Form4)

The grant recipients are requested to submit the First Interim Financial Statement (Form4-a) for the first term (November 1, 2010 to March 31, 2011) of the project **by Friday, April 8, 2011.**

Please make *Detailed Expenditures (Form4-b* or following the form), attach itemized receipts too. If you delegate accounting part to related university or institution, you do not need to attach receipts. [please see **Letter of Attorney** (Form 10)]

[Deadline: Saturday, October 8, 2011]

1. Second Interim Financial Statement (Form4)

The grant recipients are requested to submit the Second Interim Financial Statement (Form4-a) for the second term (April 1, 2011 to September 30, 2011) of the project **by Saturday, October 8, 2011.** Please add to the First Interim Financial Statement. Detailed Expenditures (Form4-b or following the form) and receipts are also required.

2. Interim Progress Report (Form5)

The *Interim Progress Report (Form5)*, including the following information, must be submitted **by Saturday, October 8, 2011.**

1. Outline of your project
2. Activities conducted by the end of September 2011
3. Temporal achievements
4. Problems faced during the activity
5. About the prospects of your project for next step
6. Photos of the project

[Deadline: Sunday, April 8, 2012]

1. Third Interim Financial Statement (Form4)

The grant recipients are requested to submit the Third Interim Financial Statement (Form4-a) for the third term (October 1, 2011 to March 31, 2012) of the project **by Sunday, April 8, 2012.** Please add to the Second Interim Financial Statement. Detailed expenditures (Form4-b or following the form) and receipts are also required.

III. Final submission Documents

[Deadline: Friday, November 30, 2012]

1. Report on Completion of Grant Period (Form6)

This form is an official notice that a project has been concluded, and it must be submitted, together with *Final Report* (see below), by **Friday, November 30, 2012**. Also, this form would help the Foundation Secretariat acquire information on the project coordinator such as affiliation, contact point at the time of submission.

2. Last Financial Statement (Form4)

This statement should be submitted by **Friday, November 30, 2012**. Please add to the *Third Interim Financial Statement*. Fees and expenses for the entire period of the project must be listed on the “*Detailed Expenditures*,” (*Form4-b or following the form*).

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.

3. Final Report (Form7)

The *Final Report* including the following information must be submitted by **Friday, November 30, 2012**.

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

1. Project Summary; Please summarize your project within 500 words. This summary 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.
2. Activities conducted in your project (based on your schedule)
3. Achievement of your project
4. Current and Expected ripple effects of your project
5. Describe prospects of your project for the future
6. Photos of the project

When applicable, please also submit 3 to 5 copies of paper and/or books 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.

4. Report of Purchased Equipment (Form8)

If you delegate the accounting part to related organization, you do not need to submit this report.

In case you purchase equipments, materials, etc. (more than ¥100,000 worth per unit), you should submit this report. A photograph of the item as evidence is also required.

A photocopy of the documentation for donation must also attach to this report.

IV. Other Forms

- ***Requests to Make Changes to Plan (Form9)***

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 a program officer of the Foundation is highly desirable in such a case.

- ***Letter of Attorney (Form10)***

If you delegate the accounting part to related organization, please fill in the Form 10 with signatures of an accounting manager and a representative. It must be submitted by **Friday, April 8, 2011.**

V. Communication with the Foundation

- ***Monitoring: When you hold workshop or conference, please inform the details to the foundation.***

The Foundation may monitor of your project 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.

- ***Continuation of Your Project: If you plan to continue your project, please contact to program officers in charge of your project before April 2012.***

Please be noted in case of application for continuation, applicant is obliged to submit the new application form again and be interviewed by Program Officers of the Foundation. Simply submitting the *Interim Progress Report (Form5)* is NOT sufficient for application for continuation.

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.

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

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