

Notice to Research Grant Recipients**For one-year Project**

The Name of Document	Document No.	Deadline
A countersigned copy of the Grant Memorandum	Grant Memorandum	By October 19, 2007
Bank Details for Grant Remittance	Sheet for Bank Account Information	By October 19, 2007
Agreement of Co-researcher	Form B-3	By October 26, 2007
Report on Completion of Grant Period	Form AB-5	By November 30, 2008
Financial Statement	Form AB-6	By November 30, 2008
Research Report	No official form	By November 30, 2008
Research Summary	Form AB-7	By November 30, 2008

Only for those considering application for second year grant in the next fiscal year

Interim Financial Statement	FormAB-4	By May 16, 2008
Interim Research Report	No official form	By May 16, 2008

Re: Papers that should be submitted to the Foundation (One-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

You must submit two copies of the Memorandum with your original signature on or before October 19, 2007. Failure to do so means canceling the approved grant funds.

2. Sheet for Bank Account Information

Also imperative to return on or before October 19, 2007 is the form titled *Bank Details for Grant Remittance*. If you do not give us accurate and detailed information regarding your bank account, transferring grant funds is impossible.

3. Agreement of Co-researcher on Project Proposal (Form B-3)

For joint research projects, the research project leader is responsible for collecting *the Agreement* from every cooperating researcher and submitting them to the Toyota Foundation on or before October 26, 2007. The subject of research and the research grant number must be included on the form. Please photocopy the form as needed. As a rule, individual research projects do not require submission of the *Agreement*.

4. Report on Completion of Grant Period (Form AB-5)

This form is an official notice that a project has been concluded, and it must be submitted, together with *Research Report* (see below), on or before November 30, 2008. Also, this form would help the Foundation Secretariat acquire information on the project leader such as affiliation, contact point at the time of submission.

5. Financial Statement (Forms AB-6(a)(b))

This statement should be submitted on or before November 30, 2008. 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.

6. Research Report (No official form is provided)

The *research report* (A4 double space, 5 – 10 pages), including the following information, must be submitted on or before November 30, 2008: a statement of the purpose and background of the research; details of the scope of the research and methodology; details of the research and its conclusions; and other comments. Clear and concise report would be highly appreciated. 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.

7. *Research Summary (Forms AB-7(a)(b)(c))*

Please use the official forms and summarize the Research Report (see above) in "Form AB-7 (b)." The details of these forms will be entered into the database on private research 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 research summary in its original form or as a printed and bound document or through its home page on Internet.

8. *Requests to Make Changes to Research Proposal (No official form is provided).*

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

9. and 10. are only for those intending to apply for a second year grant for the purpose of continuation

9. *Interim Financial Statement (Forms AB-4)*

As a rule, one-year projects do not require submission of the *Interim Financial Statement*. However, grant recipients considering applying for a grant for continuation of the project in the following year are required to submit the *Interim Financial Statement*, using the official form by May 16, 2008.

10. *Interim Research Report (No official form is provided)*

As in the case of *Interim Financial Statement*, projects are exempted from the submission of the *Interim Research Report*. However, grant recipients considering applying for a grant for continuation of the project in the following year are required to submit the *Interim Research Report* by May 16, 2008.

It should be noted that they must also request the Foundation Secretariat to send a new set of application forms in time to meet the application deadline for fiscal 2008(application forms must be postmarked no later than May 10, 2008).

Please be noted in case of application for continuation, applicant is obliged to submit the

new application form again. Simply submitting the above-mentioned interim report is NOT sufficient for application for continuation.

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:

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