

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

| The Name of Document | Document No. | Deadline |
|---|---------------------------------------|-----------------|
| A countersigned copy 19, 2007 of the Grant Memorandum | Grant Memorandum | By October |
| Bank Details for Grant 19, 2007 Remittance | Sheet for Bank Account Information | By October |
| Agreement of Co-researcher 26, 2007 | Form B-3 | By October |
| Interim Financial Statement 30, 2008 | FormAB-4 | By November |
| Interim Research Report 30, 2008 | No official form | By November |
| Report on Completion 30, 2009 of Grant Period | Form AB-5 | By November |
| Financial Statement 30, 2009 | Form AB-6 | By November |
| Research Report 30, 2009 | No official form | By November |
| Research Summary 30, 2009 | Form AB-7 | By November |

Re: 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

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 by October 26, 2007. The subject of research and the research grant number must be included on the form. Please photocopy the form as needed.

4. Interim Financial Statement (Forms AB-4)

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

5. Interim Research Report (No official form is provided)

The *Interim 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 progress of the research; and other comments. Easy to understand report would be highly appreciated.

6. 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, 2009. Also, this form would help the Foundation Secretariat acquire information on the project leader such as affiliation, contact point at the time of submission.

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

This statement should be submitted on or before 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. 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, 2009: 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. Easy to understand report would be highly appreciated. If available, 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.

9. 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.

10. 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.

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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