**Program Report**

This report should be signed and submitted by an NF-JLEP management committee member within three months following the end of each academic or calendar year.

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: From (month) \_\_\_\_\_\_ (year) \_\_\_\_\_\_ through (month) \_\_\_\_\_\_ (year) \_\_\_\_\_\_

**Program Information**

1. Overall assessment of the immediate past year’s NF-JLEP activities (e.g., positive outcomes, difficulties, considerations made for Japanese language education trends in your country, and areas of improvement)

2. Descriptions of each activity undertaken in the past academic year

3. Notable accomplishments by scholarship recipients (past and present), if any

4. Events or activities carried out in conjunction with the NF-JLEP program (e.g., an award ceremony)

5. Breakdown of program disbursements

6. List of the members of the NF-JLEP management committee. Please note changes, if any

7. URL of NF-JLEP program at your institution

**Program Planning**

1. Plans for the next academic year, including income and expenditure plans, and the program calendar

2. Anticipated revisions to Appendix 1, and/or Appendix 2 of the Agreement or the MOU in near future

This report has been completed by:

 (name)

 (title)

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Date Signature