

OPERATION MANUAL

For the Administration of the NF-JLEP Fellowship Program

April 2015

Operation Manual April 2015 (updated September 2017)
For the Administration of the NF-JLEP Fellowship Program

Published by the Tokyo Foundation

NF-JLEP Association Secretariat

Roppongi Grand Tower, 34th Fl., 3-2-1 Roppongi, Minato-ku, Tokyo 106-6234, Japan

Tel. +81-3-5797-8402 Fax +81-3-5570-6032

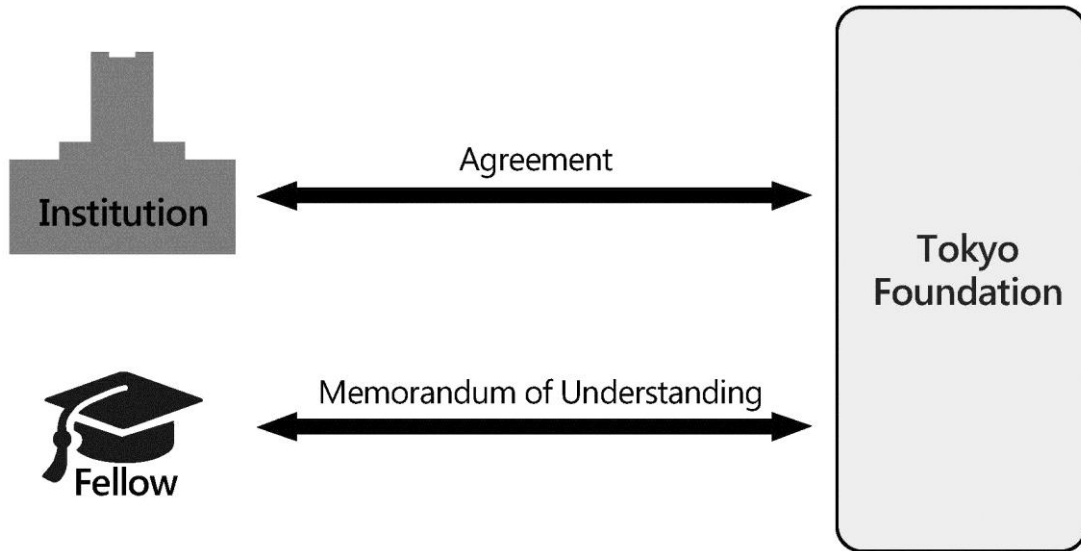
nfjlep@tkfd.or.jp www.tkfd.or.jp/leadership/nf-jlep

CONTENTS

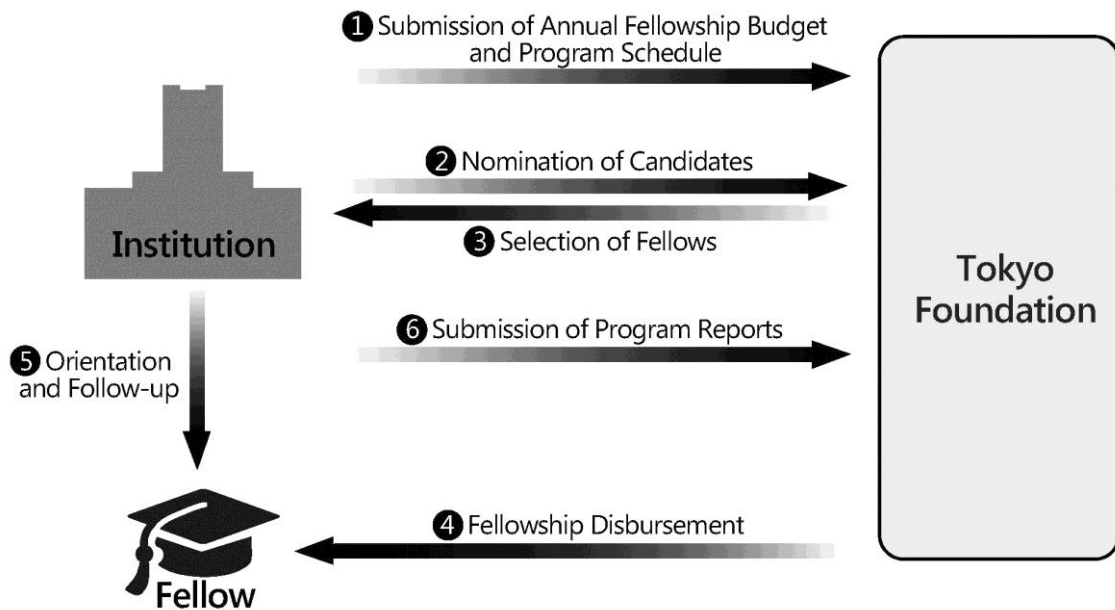
<i>NF-JLEP Fellowship Program Administration (Figure)</i>	2
Introduction	3
I. Aims	3
II. Structure	4
III. Operations	4
1. Basic Documents	4
(1) Agreement	5
(2) Memorandum of Understanding	5
2. Program Administration	5
(1) Annual Budget and Program Schedule.....	6
(2) Announcement and Screening	6
(3) Reporting	7
(4) Administrative Expenses	7
(5) Language of Documentation	8
IV. Revision of Agreement	8
Attachments	
1. List of Fellowship Nominees (Form)	9
2. Profiles of Nominees (Sample)	11
3. Annual Program Report (Form)	12
4. Memorandum of Understanding (Sample)	13

NF-JLEP Fellowship Program Administration

(1) Signing of Contracts



(2) Annual Responsibilities



INTRODUCTION

This document is intended for NF-JLEP institutions that have opted to pursue a new financial scheme (called the “NF-JLEP Fellowship Program”) under which the Tokyo Foundation – rather than the NF-JLEP institution – is responsible for endowment management. It contains practical information and provides guidance for the efficient and effective operation of the Program. (Questions and comments should be addressed to the Leadership Development section of the Tokyo Foundation, which is responsible for the overall management of both the “new” NF-JLEP Fellowship Program and the existing NF-JLEP. Contact information is provided at the end of the document.)

I. AIMS

The NF-JLEP Fellowship Program inherits the philosophy of NF-JLEP (the blanket term for the following Japanese language programs: Nippon Foundation Fund for Japanese Language Education, Nippon Foundation Fellowship Fund for Japanese Language Education, and the Sasakawa Fellowship Fund for Japanese Language Education), under which endowments have been presented to universities and consortia worldwide by the Nippon Foundation since 1994. The endowments have been invested by the NF-JLEP institutions to generate income, which has been used for activities aimed at enhancing the quality of Japanese-language education abroad.

Under the new financial scheme, each NF-JLEP institution no longer needs to undertake endowment management. Instead, the Nippon Foundation provides the Tokyo Foundation with funds that the Tokyo Foundation invests to award NF-JLEP fellowships directly to students¹. While the new NF-JLEP Fellowship Program is financed differently, it will be administered in accordance with the same NF-JLEP values and aims.

One hallmark of the new Program is the commitment each NF-JLEP institution is asked to make in achieving the Program’s goals, that is, to enhance the quality of Japanese-language education outside Japan by supporting outstanding students who are committed to either the study or teaching of the Japanese language. The focus of the new Program will be the provision of fellowships to support individual academic endeavors.

¹ Specific programs to be supported under the new NF-JLEP Fellowship Program will be specified in the Agreement to be signed with each institution.

II. STRUCTURE

The NF-JLEP Fellowship Program is a collaborative undertaking among the following organizations:

The Nippon Foundation

The Nippon Foundation is the founder of NF-JLEP. The Foundation was established in 1962 to contribute to maritime development, support domestic social welfare and volunteer initiatives, and promote international cooperation with a focus on improving basic human needs, developing human resources, and encouraging international collaboration.

The Tokyo Foundation

The Tokyo Foundation provides NF-JLEP fellowships under the new financial scheme. It is responsible for overall program management, including collaboration with the Management Committees of NF-JLEP institutions in selecting fellowship recipients and disbursing NF-JLEP fellowships.

NF-JLEP Institutions (NF-JLEP Management Committees)

An NF-JLEP institution operates the NF-JLEP Fellowship Program through an NF-JLEP Management Committee, consisting of a chairperson and committee members. The Management Committee is responsible for sound program operations at each institution, including:

- (1) Operation of the NF-JLEP Fellowship Program (see Section III)
- (2) Reporting to and communicating with the Tokyo Foundation on the status of program operations (see Section III)
- (3) Cooperation and collaboration with the Tokyo Foundation on various NF-JLEP-related programs and activities

III. OPERATIONS

1. Basic Documents

There are two basic documents: an Agreement between the Tokyo Foundation and each NF-JLEP institution and a Memorandum of Understanding between the Tokyo Foundation and individual fellowship recipients.

(1) Agreement

The Agreement, covering a period of five years, stipulates that NF-JLEP fellowships will be provided annually to students at NF-JLEP institutions. Upon fulfillment of the responsibilities specified in “2. Program Administration” below, the Agreement shall – at the end of the five-year period – be renewed for five additional years.

The Agreement shall include the following information:

(a) Name of Program at Each Institution

Each NF-JLEP institution will use the name, “NF-JLEP Fellowship Program.”

(b) Eligibility

Fellowships are awarded to outstanding students enrolled in degree programs at NF-JLEP institutions who are committed to Japanese-language education outside of Japan.

(d) Fellowship Amount per Institution

The Agreement specifies the maximum total amount provided as fellowships per institution (the same for all institutions) over a five-year period.

(e) Fellowship Amount per Student

The amount of fellowship awarded per student at an NF-JLEP institution shall be agreed upon annually in writing, based on consultation between the NF-JLEP institution and the Tokyo Foundation. Please refer to “Budget” in 2-(1) of page 6 for details.

(2) Memorandum of Understanding

A Memorandum of Understanding (MOU) will be signed between the Tokyo Foundation and individual recipients before fellowships are disbursed.

2. Program Administration

The NF-JLEP Management Committee is responsible for (1) submitting an annual budget and program schedule to the Tokyo Foundation, (2) announcing a call for applications and sending a list of nominees to the Tokyo Foundation, (3) implementing an orientation program for and maintaining communication with fellows, and (4) submitting an Annual Program Report to the Foundation.

(1) Annual Budget and Program Schedule

Before announcing a call for applications, the Management Committee is asked to submit a budget and program schedule for the coming year to the Tokyo Foundation early enough so that they can be confirmed by the Foundation and agreed upon between the Management Committee and the Foundation.

Budget

The budget should include information on: (1) the amount of fellowship to be awarded per student, (2) total number of fellowships, and (3) anticipated numbers of new and renewing recipients. NF-JLEP fellowships should ideally enable the best and brightest students to commit themselves fully to their academic endeavors. The fellowship amount per student should be determined by the NF-JLEP Management Committee with this in mind. It should therefore be comparable to that offered by other prestigious scholarship and fellowship programs at the respective institutions.

Program Schedule

The program schedule should include dates for: (1) announcement, (2) screening of applicants, (3) nomination of candidates to the Foundation, (4) (preferred date for) notification of the Foundation's decision, and (5) (preferred date for) disbursement of fellowships to individual students.

(2) Announcement and Screening

The process of screening fellowship applicants must be open and transparent. The NF-JLEP Management Committee should announce a call for applications in ways that are readily accessible to eligible students using posters, fliers, websites, institutional and local newsletters, and other means, and screen applicants on a competitive basis. The announcement should include the name of the Program ("NF-JLEP Fellowship Program") and the Program's aims. The Management Committee is also asked to inform applicants that successful applicants need to conclude a Memorandum of Understanding (III-1-(2)) with the Tokyo Foundation and to submit an NF-JLEP Fellowship Report (III-2-(3)) – both, in principle, in English. Applicants should be screened on the basis of academic excellence and potential to contribute to the promotion of Japanese-language education outside of Japan. Each institution may use its own criteria in selecting the nominees.

Once the nominees are selected, the NF-JLEP Management Committee should send a “List of Fellowship Nominees” (Attachment 1) and “Profiles of Nominees” (Attachment 2) to the Tokyo Foundation. The Foundation will review the documents and make a final selection, notify the outcome of its decision to the Management Committee and individual nominees, and disburse the fellowships directly to successful candidates. The number of recipients will be determined by the maximum amount of fellowships allocated to each institution and the amount awarded to each recipient, as set forth in the Agreement.

(Note) The Management Committee may nominate candidates to whom fellowships are committed for more than one year (up to three years, unless otherwise agreed upon between the Foundation and the institution). The Management Committee is requested to report on such fellows’ progress each year, using the form for the Profiles of Nominees (Attachment 2). Once the report is approved by the Foundation, an MOU will be signed between the fellow and the Foundation to renew the fellowship for the second or third year. In other words, An MOU needs to be signed for each year that a fellowship is awarded. The Management Committee is kindly requested to promptly notify the Foundation in case a renewal is no longer feasible.

(3) Reporting

Annual reports should be submitted by both the Management Committee and individual fellows.

NF-JLEP Management Committee

All NF-JLEP institutions are required to submit an “Annual Program Report” (Attachment 3) within three months of the end of each academic year.

NF-JLEP Fellows

All NF-JLEP fellows are requested to submit a “NF-JLEP Fellowship Report” within 30 days of the completion of the NF-JLEP fellowship period, in accordance with Section 3 (*Final Report*) of the Memorandum of Understanding (Attachment 4).

(4) Administrative Expenses

If administrative expenses are needed to undertake the above three responsibilities, the Foundation will provide administrative fees. The maximum amount of administrative fee is specified in the Agreement.

(5) Language of Documentation

As mentioned in III-2-(2), all documents exchanged between the fellow and the Tokyo Foundation will, in principle, be in English, including the Memorandum of Understanding and the NF-JLEP Fellowship Report. The Management Committee is requested to provide appropriate assistance in case the English-language skills of a fellow are inadequate to fulfill these documentation requirements.

IV. REVISION OF AGREEMENT

If an NF-JLEP institution wishes to revise the scope of eligibility (type of student, fellowship amount, etc.) as stipulated in the Agreement, the institution may propose an “Amendment” to be signed by the Tokyo Foundation and the NF-JLEP institution.

* * *

For further information and inquiries, please contact:
Leadership Development, The Tokyo Foundation
The Nippon Foundation Bldg. 3rd floor
1-2-2, Akasaka, Minato-ku, Tokyo 107-0052
Phone: +81-(0)3-6229-5503 / Fax: +81-(0)3-6229-5507
e-mail: nfjlep@tkfd.or.jp
The Tokyo Foundation website: www.tokyofoundation.org/en

Attachment 1

List of Fellowship Nominees

(1) Basic Information

#	Institution Name	Fellow's Name			Male or Female	Title	Fellow's Address	Post/ Zip code	Country	E-mail address	Fellowship period				Degree Sought, Employment Status	Category of grants	Was past NF-JLEP recipient	Fellowship amount (currency)	Field of specialization	Research topic if applicable	
		Surname	Given name	Middle name							Starting month	Starting year	Ending month	Ending year							
1																					
2																					
3																					
4																					
5																					

Attachment 1

List of Fellowship Nominees

(2) Bank Account Information for Disbursement of Fellowship

#	Name of Account Holder	Name of Bank	Bank Address (and branch if available)	Account Number (if IBAN is available, this is not required)	IBAN*	Swift Code (for Europe)	Routing Number or ABA Number (for US)	Other bank-related number necessary for transaction (if necessary)
1								
2								
3								
4								
5								

*IBAN (Countries adopting this code are: Ireland, Iceland, Britain, Italy, Austria, Netherlands, Greece, Gibraltar, Switzerland, Sweden, Spain, Slovenia, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, and Luxembourg)

Profiles of Nominees

1. Basic Information:

Name	<i>(Family name)</i>	<i>(Given name)</i>	Mr. / Ms. / other
NF-JLEP institution			
Department/faculty			
Undergraduate/MA/PhD	Enrolled as 1st / 2nd /3rd (choose one) year undergraduate / master's / doctoral (choose one) student Degree expected in: (mm/yyyy)		

2. Fellowship Information:

No. of times applied	Applying for NF-JLEP fellowship for 1st / 2nd / 3rd time (choose one)
Fellowship type	Scholarships (tuition, living expenses etc.) / travel grant (choose one)
Fellowship period	From (mm/yyyy) to (mm/yyyy)

3. About the Nominee:

Please provide below or on a separate page a brief description of the nominee, including:

- (1) Why the nominee is considered worthy for a NF-JLEP fellowship.
- (2) The academic activities the nominee proposes to undertake during the NF-JLEP fellowship period.

OR, if fellow is applying for NF-JLEP fellowship for 2nd or 3rd time, please provide the following information:

- (1) Progress and evaluation of fellow's research/study in light of his/her original plan.
- (2) The academic activities the fellow proposes to undertake during the next NF-JLEP fellowship period.

I hereby certify that all the information given above is correct to the best of my knowledge.

Signature

(NF-JLEP Management Committee chair or member)

Date

Annual Program Report

This report should be completed, signed, and submitted by a NF-JLEP Management Committee member within three months following the end of each academic year.

Name of Institution: _____

Academic Year: From (month) ____ (year) ____ through (month) ____ (year) ____

Program Information

1. Overall assessment of the immediate past academic year's NF-JLEP program and activities (e.g., positive outcomes, difficulties, and areas of improvement)

2. Positioning of NF-JLEP fellowship in terms of competitiveness and prestige, compared with other major fellowships/scholarships available at your institution

3. Events or activities carried out for the NF-JLEP at your institution (e.g., an award ceremony for new fellows, discussion meetings organized by fellows)

5. Notable accomplishments by fellows (past and present)

6. List of the members of the NF-JLEP management committee. Note if there have been any changes.

7. URL related to the NF-JLEP at your institution

This report completed by:

Name:

Title:

Date

Signature

Memorandum of Understanding

NF-JLEP Fellowship Program

This Memorandum of Understanding (MOU) on the NF-JLEP Fellowship Program (the "Program") is entered into by and between the Tokyo Foundation (the "Foundation") and ***** (the "Fellow"), a student currently enrolled in an undergraduate/master's/doctoral program at the University of *****; WHEREAS:

- (A) The Foundation administers the Program whereby students at NF-JLEP institutions receive fellowships to pursue an academic degree/conduct research for his/her master's thesis/doctoral dissertation.
- (B) The Fellow has applied to the Program through the University of ***** and been selected by the Foundation as a Fellow under the Program.
- (C) The Foundation agrees to provide a fellowship to the Fellow in accordance with the terms and conditions set forth as follows:

1. Purpose of the Fellowship: The Fellow shall use the fellowship in accordance with the *Information on Fellow's Studies/Research* (hereinafter called the "Information") attached to this Memorandum of Understanding.

2. Amount and Disbursement of the Award: The Foundation provides the fellowship under the following terms and conditions. The amount of the award is not negotiable, and the Fellow may not request additional funding from the Foundation.

Amount of Award: US\$*****

Disbursement: Disbursement shall be made in US dollars and into the account designated below. This MOU, signed by the Fellow, shall serve as the invoice for the disbursement from the Foundation.

Bank Name: *****

Branch Name: *****

Bank Address: *****

Account No.: *****

Account Holder's Name: *****

SWIFT Code (Europe): *****

Routing Number/ABA Number (US): *****

IBAN: *****

(IBAN applies to: Iceland, Ireland, UK, Italy, Austria, Netherlands, Greece, Gibraltar, Switzerland, Sweden, Spain, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, and Luxemburg)

3. Final Report: The Fellow shall submit a narrative report to the Foundation within 30 days after the fellowship period is completed, as stated in the *Information* of this MOU. The report shall be in the format and according to the instructions provided in the *NF-JLEP Fellowship Report* (hereinafter called the "Report") attached to this MOU.

4. Alterations: If the Fellow wishes to make any changes to his/her studies or research activities, as stated in the *Information*, the Fellow shall consult with and obtain prior approval from the Foundation.

5. Refund: If the Fellow is found to have used all or part of the fellowship received from the Foundation for any purpose other than to pursue activities as stated in the *Information* of the MOU, or if the Fellow is no longer capable of carrying out the activities as contemplated in this MOU, the Fellow shall promptly, upon the Foundation's request, repay all funds not expended or committed for the purpose of the Program.

6. Academic Misconduct: The NF-JLEP institution shall promptly notify the Foundation should it learn of any academic misconduct (and any penalties incurred) by the Fellow. The Foundation may subsequently void the status of the Fellow as a fellowship recipient under the Program and request, at its sole discretion, a refund of the fellowship in full or in accordance with Article 6 of this MOU.

7. Public Relations: The Fellow agrees to the inclusion of his/her name as a fellowship recipient in the Foundation's annual report. The Foundation may also, with the Fellow's permission, post part or all of the *Report* on the Foundation-managed website and/or in printed publicity materials.

IN WITNESS WHEREOF, the parties hereto sign this MOU on the day and year set forth below.

THE TOKYO FOUNDATION
Roppongi Grand Tower, 34th Floor
3-2-1 Roppongi, Minato-ku, Tokyo
106-6234 Japan

By _____
Takeo Hoshi
Chair of the Board

Date _____

By _____

Date _____

Information on Fellow's Studies/Research

The fellowship will be used by the Fellow for the following:

Period of Fellowship

01/09/2014 to 31/05/2015, for a total of one academic year

Degree Status

_____ year of undergraduate/master's/PhD program

Program of Study/Title of Research

Description of Study/Research (only for master's /PhD student)

NF-JLEP Fellowship Report

Please use this form as the cover page of your Program report. The report should be signed and submitted via email within 30 days of the completion of your NF-JLEP fellowship period.

About Yourself

Name: Mr. Ms. _____
Given name(s) Family name

Institution attended while receiving the fellowship: _____

Faculty/department: _____

Title of master's thesis/doctoral dissertation (if applicable): _____

Anticipated date of:

- Submission of master's thesis/doctoral dissertation (if applicable): _____ / _____
(month/year)
- Graduation: _____ / _____ (month/year) _____

Profile

自己紹介を、300～400 字程度で述べてください。

About Your Study/Research

Amount of NF-JLEP Fellowship received: _____ (indicate currency)

If you received additional support from other sources, please indicate source and amount, including tuition/fee waivers:

Source: _____ Amount: _____ (indicate currency)

Study/Research Highlights

以下の質問のうち、いずれか（どちらでも好きな方）に、800～1000 字程度で答えてください。

- 1) 修士論文または博士論文の研究について、簡潔に説明してください。研究の進捗状況によって、以下に関する記述を含みます：研究目的、過去の文献研究について、用いられる理論・モデル・仮説について、研究の結果と示唆、今後の研究予定
- 2) 自分の日本語学習について、専門分野、興味のあること、学習の目的、これまでの進捗などにふれて、述べてください。

Career Objectives

将来のキャリアについての目標、そしてその選択の理由を、800～1000 字程度で書いてください。

Your signature _____

Date of submission _____

The Tokyo Foundation

Roppongi Grand Tower, 34th Fl., 3-2-1 Roppongi, Minato-ku, Tokyo 106-6234, Japan
Tel +81-3-5797-8402 Fax +81-3-5570-6032 nfjlep@tkfd.or.jp
www.tkfd.or.jp/leadership/nf-jlep