

Japan Studies Funding Request

To: The Japan Endowment Fund Strategic Planning & Budget Committee (SPBC)

From _____ Department _____

Office Address: _____ Home Address: _____

Date of Request: _____ Phone: (O) _____

Email Address: _____ (H) _____

Subject: _____

I would like to request funds to be allocated for the above-mentioned proposal in the amount of \$ _____ for the following: (INCLUDE ALL EXPENSES EXPECTED TO BE COVERED)

Note: Allocated funds must be used before the end of the current fiscal year unless carryover is explicitly approved by the Strategic Planning and Budget Committee.

Description: _____ \$ _____
_____ \$ _____
_____ \$ _____

Other sources of funding

(Attach separate sheet if necessary) (Mention Exact Period the Funds are Needed !)

Total Requested \$ _____

Signature of Applicant

ACTION

_____ \$ _____

Date Approved by SPBC _____ Amount Approved _____ Chair, SPBC _____

_____ Date Director, Asian Studies Ctr. _____

_____ Date UCIS Administration _____

BUDGET CATEGORY: _____ FISCAL YEAR _____

FOR ASC OFFICE USE ONLY

_____ JISF _____ ACTUAL COST \$ _____

_____ OTHER _____ Date Submitted _____

REF# _____ Date Disbursed _____ Initials _____

Initials