

35th PRO NATURA FUND

Guideline for Grantees

Overseas Grant

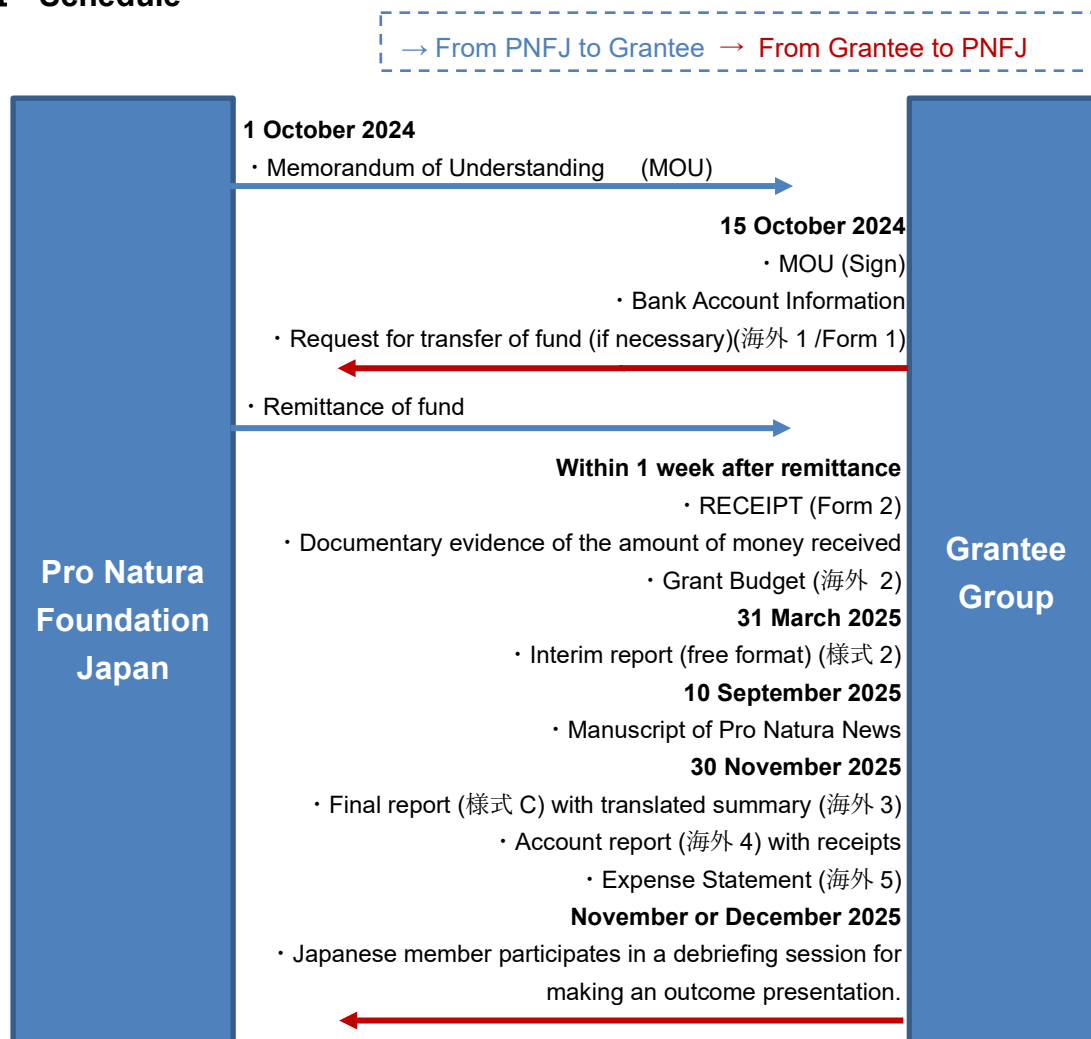


PRO NATURA FOUNDATION JAPAN

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I Schedule



II Attention in implementation of the project

1. Communication

1.1. How to communicate

Pro Natura Foundation Japan (PNFJ) will contact the representative grantee and Japanese member by e-mail. In order to avoid misunderstandings, we do not use telephone to tell important information.

For smooth communication, the representative grantee shall include the Japanese member in all e-mails when contacting PNFJ.

1.2. Submission of documents

The grantee must submit all documents required. Please kindly note that all documents

are to be submitted via Japanese member (please refer to 2.2 and 2.3).

All documents are available on PNF system where Japanese member can sign in.

2. Implementation of the project

2.1. Compliance of MOU

The grantee must comply with Memorandum of Understanding (MOU) which includes the nomination of the Japanese member who acts as the representative and deals with all procedural matters regarding this project.

2.2 Responsibilities of the representative of grantee group

The representative grantee (project leader) is responsible for everything in this project. He/she always needs to comprehend the progress of project. If the representative grantee has to be changed for inevitable reasons, such as health problem, accident, and job relocation, he/she has to contact us via Japanese member immediately.

The representative grantee is required to do the followings:

- 1) By 15 of October, sign the Memorandum of Understanding (MOU).
- 2) Within one week after receiving the fund, submit RECEIPT (Form 4) with documentary evidence of the amount of money received via Japanese member.
- 3) Within one week after receiving the fund, fill in the Grant Budget (海外 2) in cooperation with Japanese member and submit it to PNFJ via Japanese member through the system.
- 4) By 31 of March, submit an interim report describing the progress of project in cooperation with Japanese member.
- 5) By 30 of November 2025, submit a Final Report Format (様式 C) and final report texts (free format) to PNFJ via Japanese member. Final report texts must be within 10 pages including tables/figures. Please follow “Guidelines for Drafting Final Report” for further instructions. The Japanese member needs to translate the summary into Japanese before submission. These documents are to be uploaded on J-STAGE which is the platform developed and managed by the Japan Science and Technology Agency (JST).

2.3. Responsibilities of the Japanese member

The Japanese member is required to be a mediator between the grantee group and PNFJ. If the Japanese member has to be changed for inevitable reasons, such as health problem, accident, and job relocation, he/she has to contact PNFJ immediately.

The Japanese member is required to do the followings:

- 1) Contribute to the progress of project, and support proper accounting as well as the completion of project.
- 2) Communicate with project members, authorities concerned and PNFJ, when unforeseen accidents happen in the field.
- 3) Translate into Japanese the summary of final report and submit it to PNFJ.
- 4) Attend a debriefing session for making an outcome presentation.
- 5) Delegated Japanese member must process all administrative procedures in accordance with MOU and guidelines. For this, the Japanese member must sign in the system and download and submit all required documents.

The Japanese member is required to submit the information as follows by cooperating with the project representative.

- 1) Bank Account Information
- 2) (If necessary) Request for Transfer of Fund (Form 1/海外 1)
- 3) Manuscript for “Pro Natura News”

“Pro Natura News” is the PNFJ’s annual issued newsletter. The manuscript must be submitted by 10 of September. PNFJ will inform the details to the Japanese member around August.

- 4) Account Report (海外 4)

Original copy of receipt should be attached to this account report.

- 5) Expense Statement (海外 5)
- 6) (When necessary) Plan Change Request (Form 3)

The grantee group must submit this form before the change of project.

Details of the change need to be explained in this form and after approval of PNFJ, plan can be changed (please refer to 2.5 for further information).

2.4. Responsibility of the accountant

The accountant is responsible for managing the grants. The indirect expenses, such as labor costs for managing projects and rent of office, are NOT allowed.

2.5. Change of project plan

The grantee group is not allowed to change the project without the approval of PNFJ. If the grantee group needs to have some changes in the project schedule, expenditure plan or project term for inevitable reasons (such as unforeseen climate circumstances, health problem and so on), the representative of grantee group needs to contact PNFJ via Japanese member and submit “Plan Change Request” (Form 3). The PNFJ will

consider whether the change of plan is approvable or not.

3. Accounting

3.1. Funding term

The funding term is from 1 October to 30 September in next year. The grants can be used only in this term.

3.2. Remittance of grants

The bank account to which the grant will usually be remitted must be that of the grantee group or its representative. However, if there are some concerns about receiving the grant safely and immediately due to the state of affairs in a country, the group representative may request to remit the grant to a different bank account by filling Request for Transfer of Fund (Form 1). In this case, the Japanese member must translate it into Japanese by filling 助成金の送金方法変更願（海外1） and send them to the PNFJ secretariat.

The remittance will be made in the currency of yen or US dollars specified by the grantee group.

The currency exchange rate will be the rate on the remittance date; therefore, the total amount of remittance may be subject to change depending on the exchange rate.

Documentary evidence of the amount of money received must be submitted with RECEIPT (Form 2).

3.3. Receipts

When making payments in this project, the grantee must get the receipts. The grantee group's name should be on the receipts. The accountant is responsible to keep the receipts. If getting the receipts is difficult in the case of the payment by a credit card, the payment for transportation expenses and so on, submission of statements instead of receipts is also acceptable. Only when getting even statements is difficult, receipts handwritten by grantee is acceptable. In this case, it must include recipient's name, date, description of cost and other necessary details.

When the accountant submits Account Report (海外4) at the end of project term, all receipts are required to be submitted.

3.4. Change of the expenditure plan

The change of expenditure should be within 20 % of the total amount of grant. If it exceeds 20 %, "Plan Change Request" (Form 3) should be submitted in advance.

Even when the change extent is within 20%, the change of the plan, such as the change of survey method, survey schedule and so on, requires the submission of “Plan Change Request” (Form 3). After PNFJ’s approval, grantee can change the plan.

3.5. Refund of the balance

If the grantee group did not spend all of the grants, the remaining amount of grant needs to be refunded to PNFJ.

4. Publication of outcomes

4.1. Debriefing session

The debriefing session for making an outcome presentation will be held in Tokyo in late November or early December after the grant period ends. The grantee must prepare the presentation document slides. The Japanese member must attend and give a presentation in person, or record the presentation video and send it to PNF. In case of attend in person, only domestic travel and stay expense in Japan is applicable in the grant budget.

The details of the event will be announced later on.

4.2. Publishment

Any printed materials published with this fund, such as books, booklets, posters and flyers, need to put Pro Natura Foundation’s logo mark in an appropriate place, and put a sentence as follows:

“This work was supported by Pro Natura Foundation Japan’s 35th Pro Natura Fund.”

The logo mark is available on our website below;

https://www.pronaturajapan.com/josei_documents/index.html

PNlogoE.png



III Contact Information

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