Professional Development Grant Program

Report on **Workshop Subsidy**

The organizers must submit this report to the JCIS Vice President within two weeks of the event. The report which will include a list of the participants and the names of their schools or organizations, and originals of the receipts for the costs qualifying for the support. If requested at the time of application, JCIS will credit 10,000 for miscellaneous expenses not requiring receipts and reimburse the rest up to but not beyond the amount of the original grant.

Organizer Details

|  |  |
| --- | --- |
| Name of Organizer |  |
| Email Address of Organizer |  |
| Organizer’s Affiliation(JCIS School) |  |

Event Details

|  |  |
| --- | --- |
| Name of Event |  |
| Date of Event |  |
| Date of This Report |  |
| Participants | Number of participants from host school: Number of participants from external JCIS member schools:Number of participants from external non-member schools:Please note that to qualify for funding, at least 50% of the participants must be from external schools. |
| JCIS Schools in Attendance |  |

Give an evaluation of the event. Did it meet the objectives? Was the speaker well-received? Would this be a valuable event to repeat in the future?

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Funding Details

For TYPE ONE workshops, the grant shall be up to 100% of the cost of the presenter(s), including hotel, transportation and consulting fees, and 10,000 yen for miscellaneous communication and copying expenses up to a maximum of 400,000 yen. None of the grant is to go for food or transportation for the participants.

For TYPE TWO workshops, the grant shall be up to 50% of the cost of the presenter(s) including hotel, transportation and consulting fees, and 10,000 yen for miscellaneous communication and copying expenses, up to a maximum of 200,000 yen. None of the grant is to go for food or transportation for the participants.

Income Report (in yen)

|  |  |
| --- | --- |
| Total Amount Received from Host School |  |
| Total Amount Received from Participants |  |
| Total Amount Received from Other Sources (list sources) |  |
| Total Amount Requested from JCIS |  |
| TOTAL INCOME |  |

Expense Report (in yen)

|  |  |
| --- | --- |
| Total Amount Spent on Presenter Fee |  |
| Total Amount Spent on Presenter Travel |  |
| Total Amount Spent on Presenter Accommodation |  |
| Total Amount Spent on Other Expenses (list and describe) |  |
| TOTAL EXPENSES |  |

|  |  |
| --- | --- |
| TOTAL INCOME - TOTAL EXPENSES =  |  |

Other Details

If there is any other relevant information to share about this event, please include it here.

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Submit this report to the JCIS Vice President (<http://www.jcis.jp/contact-jcis/>) within two weeks of the event.