

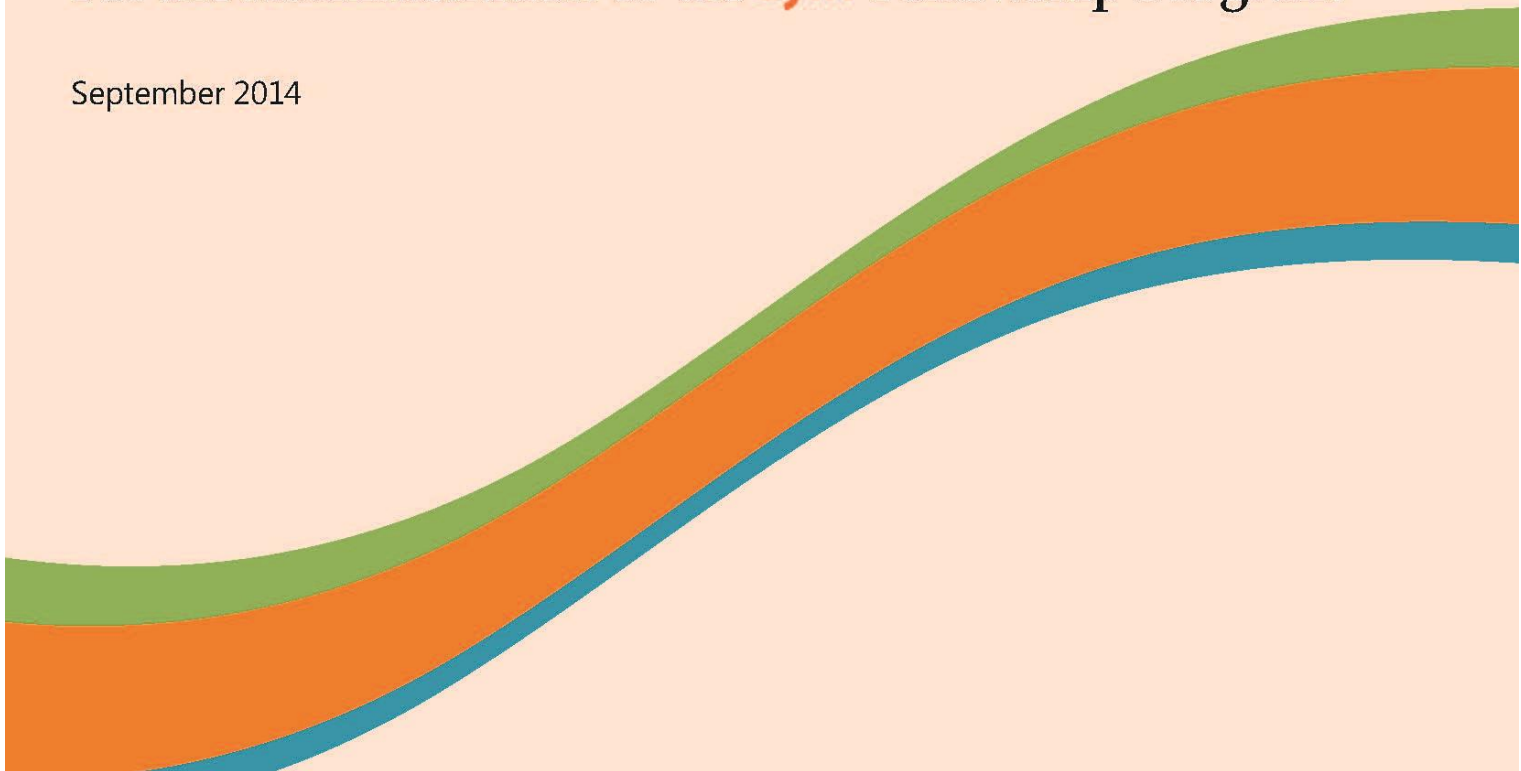


The Ryoichi Sasakawa Young Leaders Fellowship Fund

OPERATION MANUAL

For the Administration of the **Sylff** Fellowship Program

September 2014



Operation Manual September 2014 (updated August 2016)
For the Administration of the Sylff Fellowship Program

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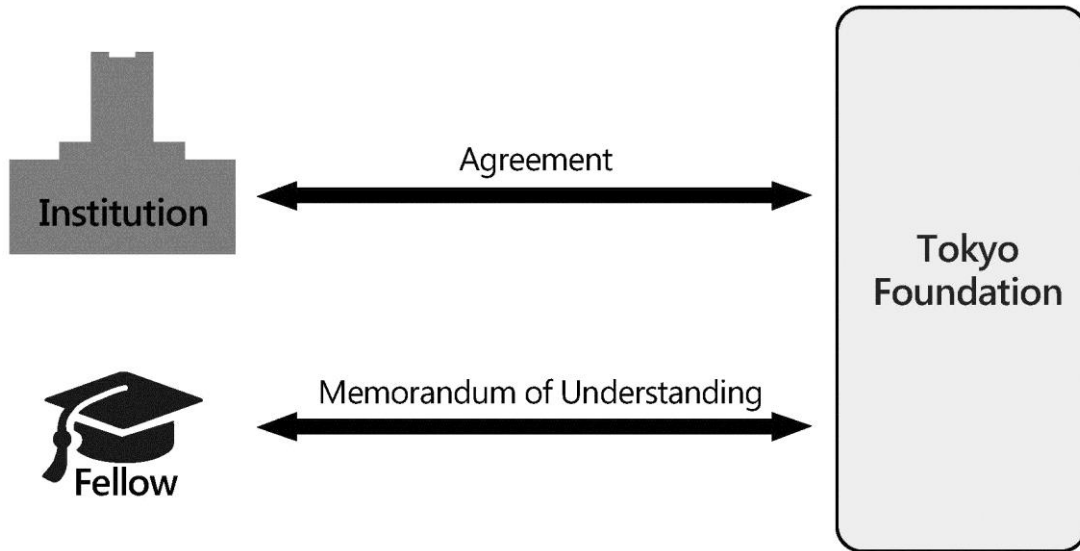
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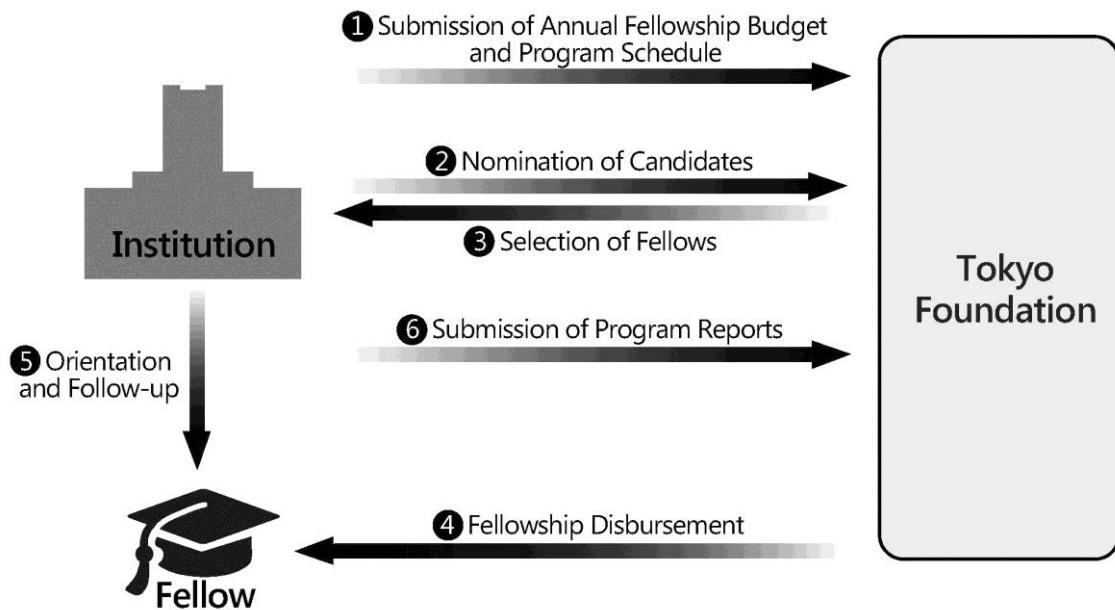
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Sylff Fellowship Program Administration

(1) Signing of Contracts



(2) Annual Responsibilities



INTRODUCTION

This document is intended for Sylff institutions that have opted to pursue a new financial scheme (called the “Sylff Fellowship Program”) under which the Tokyo Foundation – rather than the Sylff 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” Sylff Fellowship Program and the existing Sylff Program. Contact information is provided at the end of the document.)

I. AIMS

The Sylff Fellowship Program inherits the philosophy of the Ryoichi Sasakawa Young Leaders Fellowship Fund (Sylff), under which endowments have been presented to universities and consortia worldwide by the Nippon Foundation since 1987. The endowments have been invested by the Sylff institutions to generate income, out of which fellowships have been provided to postgraduate students conducting research in the humanities and social sciences. These fellowships were aimed at nurturing leaders capable of transcending differences – geographical, political, cultural, ethnic, and religious – and proactively addressing both global challenges and issues in the local community.

Sylff is an outgrowth of the philanthropic activities of the late Ryoichi Sasakawa, founder of the Nippon Foundation.

Under the new financial scheme, each Sylff 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 Sylff fellowships directly to students. While the new Sylff Fellowship Program is financed differently, it will be administered in accordance with the same Sylff values and aims.

One hallmark of the new Program is the commitment each Sylff institution is asked to make in achieving the Program’s goals, that is, to identify and nurture future leaders in various fields who can make a positive impact on society. Network building is encouraged among the Sylff institutions and fellows, as well as cooperation and collaboration with non-Sylff organizations and individuals.

II. STRUCTURE

The Sylff Fellowship Program is a collaborative undertaking among the following organizations:

The Nippon Foundation

The Nippon Foundation is the founder of the Sylff. 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 Sylff fellowships under the new financial scheme and is responsible for overall program management, including:

- (1) Collaboration with the Steering Committees of Sylff institutions in selecting fellowship recipients and providing Sylff fellowships
- (2) Assistance with Sylff fellows' research activities and encouragement of network building through additional support programs and other initiatives

Sylff Institutions (Sylff Steering Committees)

A Sylff institution operates the Sylff Fellowship Program through a Sylff Steering Committee, consisting of a chairperson and committee members. The Steering Committee is responsible for sound program operations at each institution, including:

- (1) Operation of the Sylff 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 Sylff-related programs and activities

III. OPERATIONS

1. Basic Documents

There are two basic documents: an Agreement between the Tokyo Foundation and each Sylff institution and a Memorandum of Understanding between the Tokyo

Foundation and individual fellowship recipients.

(1) Agreement

The Agreement stipulates that Sylff fellowships will be provided annually for five consecutive years to students at Sylff 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 Sylff institution may use its own name for the Program, as long as it contains the word “Sylff.”

(b) Eligibility

Fellowships are awarded to outstanding postgraduate students enrolled in degree programs who demonstrate high potential for leadership at the local, national, regional, and international levels in their private and public lives.

(c) Research Areas

Fellowships are provided to students whose research area falls within the parameters of the social sciences or humanities. Recognizing the growing tendency toward inter- and multi-disciplinary approaches, students will be eligible for Sylff fellowships if they approach multi-disciplinary research themes from a social science or humanities perspective.

(d) Fellowship Amount per Institution

To ensure that institutions are able to implement the Program without interruption, the Agreement specifies the maximum total fellowship amount per institution (the same for all institutions) over each of the five-year term.

(e) Fellowship Amount per Student

The amount of fellowship per student at a Sylff institution shall be agreed upon annually in writing based on consultation between the Sylff institution and 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 Foundation and

individual recipients before fellowships are disbursed.

2. Program Administration

The Sylff Steering 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 Steering Committee is asked to submit a budget and program schedule for the coming year to the Foundation early enough so that an agreement can be reached between the Steering 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 renewal recipients, respectively. Sylff fellowships are intended to enable the best and brightest students to commit themselves fully to their field of research. The amount of the fellowship per student should be determined in a reasonable manner by the Sylff Steering Committee in accordance with this intent. It should be comparable to that offered by other prestigious scholarship and fellowship programs.

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 fellows.

(2) Announcement and Screening

The process of screening fellowship applicants must be open and transparent. The Sylff Steering 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 name “Sylff” and the Program’s mission should be mentioned in the announcements. The Steering Committee is also asked to inform applicants that all official documents, including the Memorandum of Understanding (III-1-(2)) and Sylff Fellowship Report (III-2-(4)), will be in English. Applicants should be screened on the basis of academic excellence and leadership potential. Each institution may use its own criteria in selecting nominees.

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

(Note) The Steering 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 Steering 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 Foundation for the renewal of the fellowship (for the second or third year). In other words, an MOU shall be signed for each year that a fellowship is awarded. The Steering Committee is kindly requested to promptly notify the Foundation in case a fellow is no longer able to renew his/her fellowship.

(3) Orientation and Follow-up

Once the new Sylff fellows are selected, they should be fully informed of Sylff’s mission and framework, as well as of the additional support programs available to them. To facilitate their understanding, the Steering Committee should implement an orientation program and carry out follow-up communication activities. Steering Committee members are encouraged to keep abreast of the latest administrative initiatives by visiting the Sylff website at www.tokyofoundation.org/sylff.

(4) Reporting

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

Sylff Steering Committee

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

Sylff Fellows

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

(5) 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.

(6) Language of Documentation

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

V. REVISION OF AGREEMENT

If a Sylff institution wishes to revise the scope of eligibility (type of student, research area, etc.) as stipulated in the Agreement, the institution may propose an “Amendment” to be signed by the Tokyo Foundation and the Sylff 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: leadership@tkfd.or.jp / Sylff website: www.tokyofoundation.org/sylff
The Tokyo Foundation website: www.tokyofoundation.org/en

Attachment 1

List of Fellowship Nominees

(1) Basic Information

#	Institution Name	Student's Name			Male / Female	Title	Student's Address	Post/ Zip code	Country	Birth Month (optional)	E-mail address	Fellowship period				Doctor or Master	Fellowship Type	New / Continuing Fellowship	Fellowship amount (currency)	Field of specialization	Research topic	
		Family name	Given name	Middle name								Starting month	Starting year	Ending month	Ending year							
1																						
2																						
3																						
4																						
5																						
																	total					

Attachment 1

List of Fellowship Nominees

(2) Bank Account Information for Disbursement of Fellowship

#	Name of Account Holder	Address of Account Holder	Name of Bank	Branch Name	Bank Address	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
Sylff institution			
Department/faculty			
MA/PhD	Enrolled as 1st / 2nd /3rd (choose one) year master's / doctoral (choose one) student Degree expected in: (mm/yyyy)		

2. Fellowship Information:

No. of times applied	Applying for Sylff 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 Sylff fellowship.
- (2) The academic activities the nominee proposes to undertake during the Sylff fellowship period.
- (3) Examples of past leadership or indications of future leadership potential.

OR, if fellow is applying for Sylff 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 Sylff fellowship period.

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

Signature

(Sylff Steering Committee chair or member)

Date

Annual Program Report

This report should be completed, signed, and submitted by a Sylff Steering 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 Sylff program and activities (e.g., positive outcomes, difficulties, and areas of improvement)

2. Changes in the competitiveness and prestige of the Sylff fellowship, compared with other major fellowships/scholarships available at your institution

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

4. Notification of Sylff support programs to fellows

5. Notable accomplishments by fellows (past and present) or fellows associations

6. List of the members of the Sylff steering committee. Note if there have been any changes.

7. URL related to the Sylff program at your institution

This report completed by:

Name:

Title:

Date

Signature

Memorandum of Understanding

Sylff Fellowship Program

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

- (A) The Foundation administers the Program whereby graduate students at Sylff 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 *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 *Sylff 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 Sylff 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 5 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 Sylff 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
The Nippon Foundation Building, 3rd Floor
1-2-2 Akasaka, Minato-ku, Tokyo 107-0052
Japan

By _____ Date _____
Masahiro Akiyama
President

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 master's/PhD program

Program of Study/Title of Research

Description of Study/Research

Sylff 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 Sylff 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

Please provide a brief profile of yourself in 100-200 words

About Your Study/Research

Amount of Sylff 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

Please write either of the following (whichever is more appropriate) in 300-500 words

- 1) Provide the highlights of your research (for a master's thesis or doctoral dissertation). Depending on your state of progress, identify your research objectives; works studied; theories, models, or hypotheses applied; findings made and their implications; or your plans for future research.
- 2) Provide information about your study, such as field of specialization, focus of interest related to your study, purpose of your study, and progress made to date.

Career Objectives

Please write a short essay (300-500 words) about your career objectives and the reasons why you chose those objectives.

Your signature _____

Date of submission _____

The Tokyo
Foundation

Developing Policy • Investing in People • Transforming Society

The Tokyo Foundation

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