

OPERATION MANUAL

For the Administration of the Sylff Fellowship Program

August 2018

Operation Manual

For the Administration of the Sylff Fellowship Program

August 2018

Published by the Tokyo Foundation for Policy Research

Sylff 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

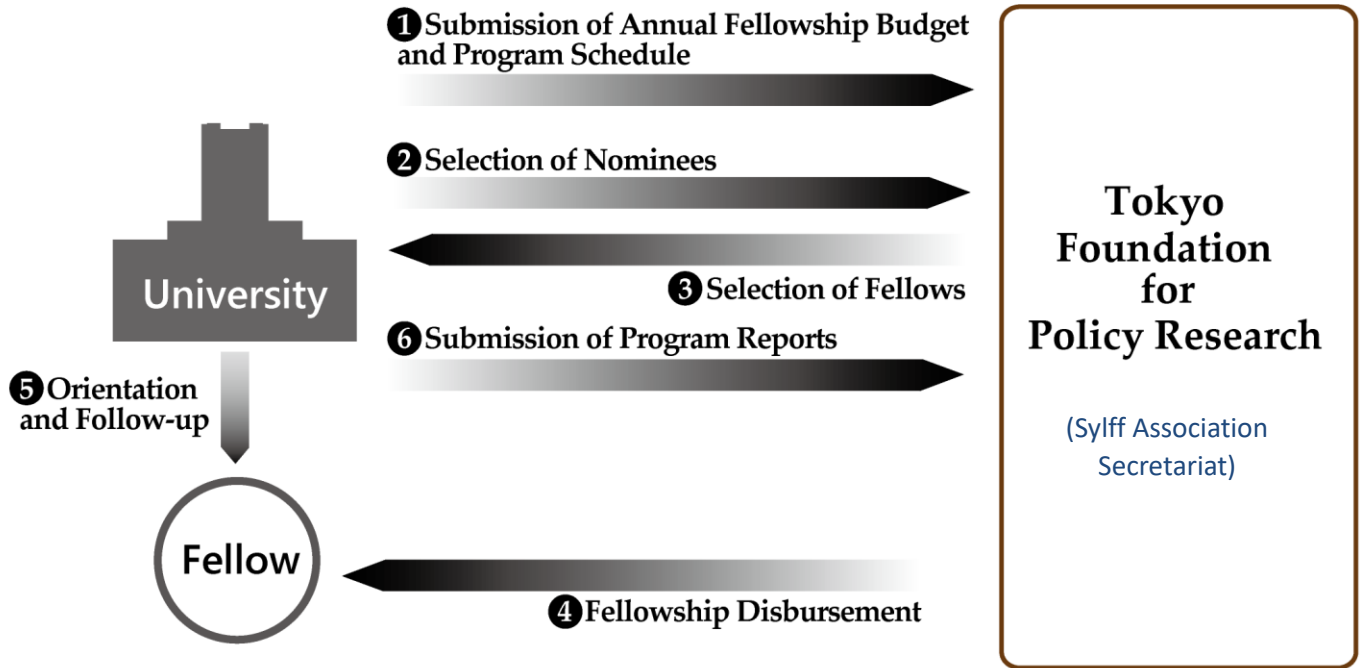
Email sylff@tkfd.or.jp

Website <https://www.sylff.org> <https://www.tkfd.or.jp/en/>

CONTENTS

<i>Sylff 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	6
2. Program Administration	6
(1) Annual Budget and Program Schedule.....	6
(2) Announcement and Screening	7
(3) Orientation and Follow-up	8
(4) Reporting	8
(5) Administrative Expenses	8
(6) Language of Documentation	8
IV. Revision of Agreement	9
Attachments	
1. List of Fellowship Nominees (Form)	10
2. Profiles of Nominees (Sample)	12
3. Annual Program Report (Form)	13
4. Memorandum of Understanding (Sample)	14

Sylff Fellowship Program Administration



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 for Policy Research – 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 Sylff Association Secretariat of the Tokyo Foundation for Policy Research, 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, Sylff funds are invested by the Tokyo Foundation for Policy Research to generate income that is provided as 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 program and donor of the original Sylff endowment. It has also been providing additional funds to the Tokyo Foundation for Policy Research to be provided as Sylff fellowships under the new financial scheme.

The Tokyo Foundation for Policy Research

The Tokyo Foundation for Policy Research 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

(Note) The Tokyo Foundation for Policy Research also serves as the secretariat of the Sylff Association – a platform that binds together all Sylff stakeholders, including Sylff fellows, Sylff steering committee members, The Nippon Foundation, and the Tokyo Foundation for Policy Research. The Association was created to develop a more personalized program, build a closer network of stakeholders, and promote the active participation of fellows in Sylff support programs.

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 for Policy Research on the status of program operations (see Section III)
- (3) Cooperation and collaboration with the Tokyo Foundation for Policy Research on various Sylff-related programs and activities

III. OPERATIONS

1. Basic Documents

(The “Foundation” hereinafter refers to the Tokyo Foundation for Policy Research)

There are two basic documents: (1) an Agreement between the Foundation and each Sylff institution (for “Category A” institutions that returned their Sylff funds by March 2018) or between the Foundation, The Nippon Foundation, and each Sylff institution (for “Category B” institutions returning their Sylff funds in or after April 2018),¹ and (2) a Memorandum of Understanding between the Foundation and individual fellowship recipients.

(1) Agreement

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,

¹ Until March 2018, institutions returned their Sylff funds to the donor, The Nippon Foundation, and new scheme Agreements were signed by only two parties – the Sylff institution and the Tokyo Foundation for Policy Research. Since April 2018, the Foundation has become the direct recipient of Sylff funds from institutions joining the new scheme. This change required that The Nippon Foundation also become a signatory to the Agreement to confirm that it endorses this action.

the Agreement specifies the total maximum annual fellowship amount per institution (the same for all institutions).

(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.

(f) Term of Agreement

While Category B Agreements are permanent, Category A Agreements are valid for five years only. However, the Foundation plans to make Category A Agreements permanent as well. Please wait for an official announcement from the Foundation.

(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 Foundation, (2) announcing a call for applications and sending a list of nominees to the 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, (5) (preferred date for) disbursement of fellowships to individual fellows, (6) (preferred date) for the disbursement of Sylff-related administrative fees to the Sylff institution, and (7) submission of annual program report to the Foundation.

(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.sylff.org.

(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 responsibilities (1) through (4) cited above, the Foundation will cover such fees. The maximum amount of administrative fees to be provided by the Foundation 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 for Policy Research and the Sylff institution (for Category A institutions) or by the Tokyo Foundation for Policy Research, The Nippon Foundation, and the Sylff institution (for Category B institutions).

* * *

For further information and inquiries, please contact:
Sylff Association Secretariat, c/o The Tokyo Foundation for Policy Research
Roppongi Grand Tower, 34th Fl.
3-2-1 Roppongi, Minato-ku, Tokyo 106-6234, Japan
Phone: +81-(0)3-5797-8402 / Fax: +81-(0)3-5570-6032
e-mail: sylff@tkfd.or.jp / Sylff website: www.sylff.org
Tokyo Foundation for Policy Research website: www.tkfd.or.jp/en

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				doctoral or master's	Current year of your doctoral or master's program	Fellowship Type	New / Continuing Fellowship	Fellowship amount (US\$)	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				

List of Fellowship Nominees

(2) Bank Account Information for Disbursement of Fellowship
 Please confirm that your bank is able to receive international money transfer. Otherwise, please specify an intermediary bank information
 When writing on this sheet, please do NOT use accent marks or other special characters, such as umlaut (Ü)

#	Account Holder's Name/Home Address	Bank Name/Bank Branch Name/Bank Branch Address	Country	Use IBAN code? Yes:1 No:2	Bank account code or IBAN code	Swift Code (for Europe)	Other bank-related number necessary for transaction (if necessary)	Item	Currency	Fellowship Amount
1								Sylff fellowship	USD	
2								Sylff fellowship	USD	
3								Sylff fellowship	USD	
4								Sylff fellowship	USD	
5								Sylff fellowship	USD	

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 the 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.

*Answer to each question should be under 200 words.

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 for Policy Research (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 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 amount of the award US\$***** is not negotiable, and the Fellow may not request additional funding from the Foundation. The fellowship will be transferred to the bank account that the fellow submitted to the Sylff institution.

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

By _____ Date _____

President

By _____ Date _____

Information on Fellow's Studies/Research

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

Period of Fellowship

From September 20xx to June 20xx

Degree Status

1st year of 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 _____



c/o The Tokyo Foundation for Policy Research, Roppongi Grand Tower 34th Floor