Report form for faculty (a)(b)(c) Attachment 2

STEP-ALICE Program Report

Date: \_\_\_\_\_\_/\_\_\_\_/\_\_\_\_

1. Applicant Information

|  |  |
| --- | --- |
| Furigana |  |
| Name |  |
| Department /  Organization |  |
| Job title |  |
| Contact | Phone number:  E-mail: |

2. Application details

|  |  |
| --- | --- |
| Application Category | ▢ Travel expenses (a)(b) | ▢ English-language document proofreading and paper submission fees (c) \*Please check the appropriate box |

3. Summary of results

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4. (For conference attendance only) Photos of conferences, research meetings, or the conducting of research (multiple photos including captions)

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5. Future prospects for research, impressions of the program, and/or message for future participants

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6. Income and expenditures report

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| --- | --- | --- | --- |
| (1) Income | | | |
| STEP-ALICE subsidies | Application amount | Budget allocated | Notes |
|  |  |  |
| University-wide grant | Application amount | Budget allocated | Notes |
|  |  |  |
|  | Subtotal (A) |  | |
|  |  |  | |
| (2) Expenditures | | | |
| Expenditure item | Estimated cost in application | Actual expenditure | Notes1 |
| Travel expenses  Airfare  Accommodations  Paper publishing fees  English-language document proofreading fees  Other expenses |  |  |  |
|  | Subtotal (B) |  |  |
| Remainder2  (A) - (B) |  |  |

1 If the actual expenditure significantly exceeds the estimated cost, please explain the reason in the notes section.

2 Any remainder must be refunded to the university.