

**TERMS AND CONDITIONS OF GRANT
FOR
AMERICAN FULBRIGHT GRANTEES**

International Education Administrators

(Amended March 2024)



Japan-U.S. Programs, Since 1952

Please bring this booklet to Japan
and retain throughout your grant period.

**THE JAPAN-UNITED STATES EDUCATIONAL COMMISSION
(JUSEC)**

www.fulbright.jp

<https://www.facebook.com/fulbrightjapan>

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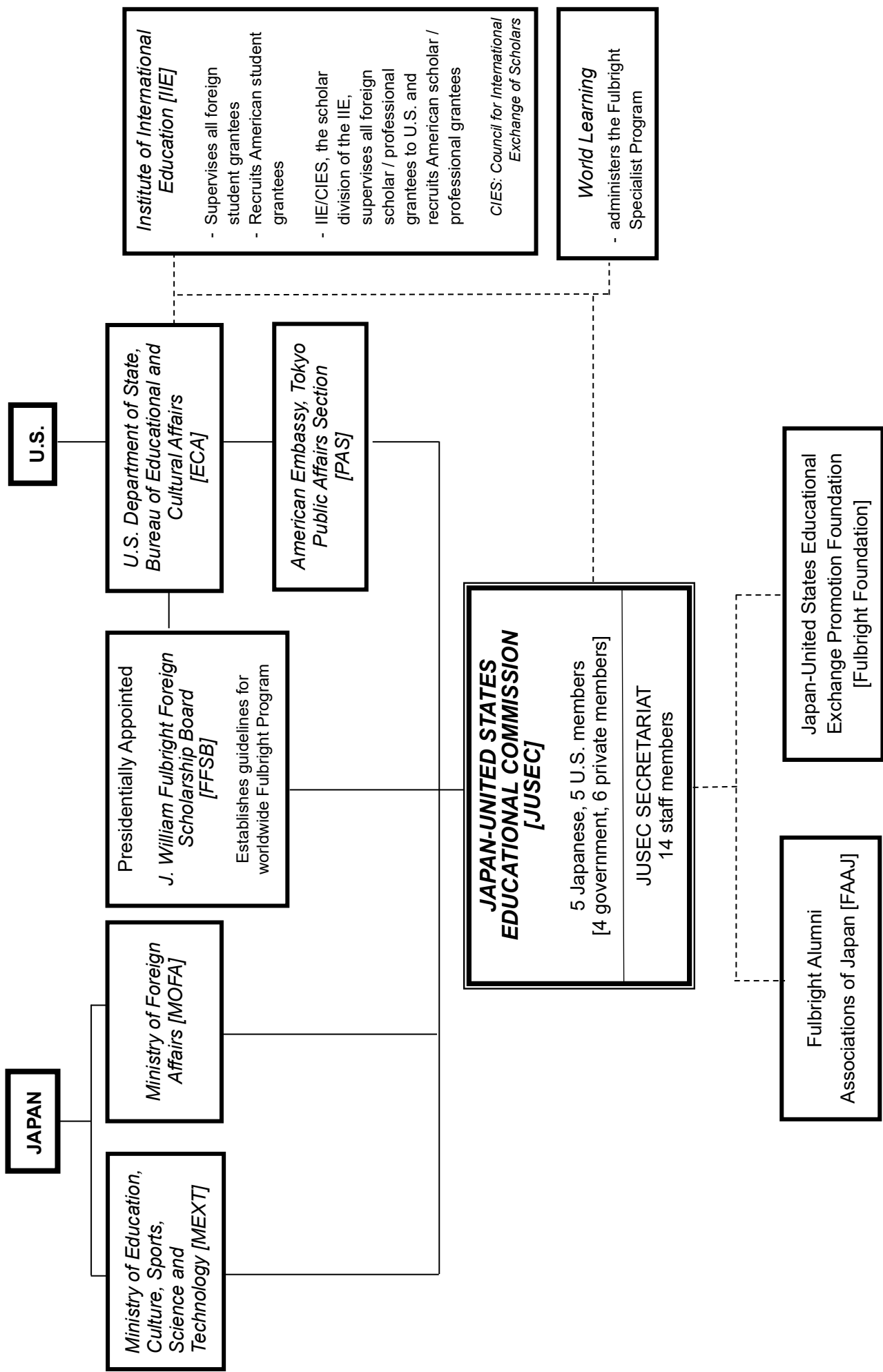
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DOCUMENTS TO BE SUBMITTED BY GRANTEE

- Written Pledge
- Biodata Sheet
- Supplementary Information Sheet
- Form 1: Round-trip Travel Plan
- Copy of Your Passport
- Form 2: Request for Grant Payment Statement (only if necessary)

FULBRIGHT PROGRAM ORGANIZATION CHART



Organizational Description for the Administration of the Fulbright Program

A. The J. William Fulbright Foreign Scholarship Board (FFSB)

FFSB was created by Congress to supervise the Fulbright educational exchange program. The intent was to establish an impartial and independent body which would assure the respect and cooperation of the academic world for the educational exchange program, particularly in the selection of grantees and of educational institutions qualified to participate. The Board sets policies and procedures for administration of the program, has final responsibility for approving selection of all grantees, and supervises the conduct of the program both in the U.S. and abroad. Appointed by the President of the United States, the Board is composed of 12 members drawn from academic, cultural and public life.

B. U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA)

ECA serves as the administrative and executive arm of the Fulbright program. Since October 1, 1999 authority over the program rests with the Secretary of State but is then delegated to the Under Secretary for Public Diplomacy and Public Affairs. ECA has fiscal responsibility for the preparation of an annual budget request to Congress and makes decisions on how allocations of the funds, finally approved by Congress, will be made to participating countries. Under policies established by the FFSB, ECA administers the Fulbright exchange program, negotiates agreements covering educational interchange with foreign governments, maintains liaison with U.S. Embassies overseas on exchanges, and, in Washington, D.C., seeks the help and cooperation of other U.S. Government and private agencies on certain aspects of the program.

In U.S. Embassies abroad, exchange program activities are the responsibility of the Public Affairs Officer or the Cultural Affairs Officer. At least one of these officers is a member of the local binational Commission, maintaining liaison on policy and program matters. In countries where there is no Commission, the Cultural Affairs Officer administers the educational exchange program.

C. Japan-U.S. Educational Commission (JUSEC)

The Japan Fulbright Program was established in 1951 (actual exchange under the name of Fulbright began in 1952). Prior to the Fulbright Program, approximately 1,000 Japanese studied in the U.S. under the GARIOA Program (Government and Relief in Occupied Areas) from 1949 to 1952. The program was fully funded by the U.S. Government until December 1979 when a new agreement went into effect providing for equal bi-national funding supervised by a new Commission made up of 5 Japanese and 5 Americans. Today, both governments fund the program on an equal basis. In addition to government funding, the Japan-United States Educational Exchange Promotion Foundation (Fulbright Foundation) established by the Fulbright Alumni Association of Japan, has collected contributions from the private sector.

D. Cooperating Agencies

1. Institute of International Education (IIE)

IIE is a non-profit organization contracted by ECA to assist in the exchange of students and scholars. It handles day-to-day operation and administration of foreign student/visiting scholar programs in the U.S., and conducts a preliminary review of American student/scholar candidates competing for Fulbright awards to other countries, except the Fulbright Specialist Program. IIE supervises almost all foreign students and visiting scholars while they are Fulbright grantees in the U.S. IIE's head office is in New York, and has U.S. regional offices in Chicago, Denver, Houston, San Francisco and Washington, D.C. Including partner offices, IIE has twenty offices around the world.

2. World Learning, Inc.

World Learning, Inc. is a non-profit organization contracted by ECA to assist the Fulbright Specialist Program. It assists in recruiting U.S. scholars and professionals to join an available roster of academic specialists who are matched with host institutions to engage in short-term collaborative projects, for 2-6 weeks.

THE JAPAN-UNITED STATES EDUCATIONAL COMMISSION (JUSEC)

TERMS AND CONDITIONS OF GRANTS FOR International Education Administrators (IEA)

The Japan-United States Educational Commission (hereafter referred to as JUSEC) administers the Fulbright grant program in Japan. Subsequent correspondence with respect to your grant and other inquiries should be addressed to JUSEC <program@fulbright.jp>.

Please read carefully the following Terms and Conditions which are an integral part of the grant authorization.

If you wish to accept or decline the grant, please submit a signed copy to JUSEC by e-mail attachment <program@fulbright.jp> within 15 days of the date of the grant authorization (refer to Item 2). Acknowledgement of the receipt of your acceptance will be made by JUSEC.

At the same time, please upload the signed copy to IIE's Fulbright U.S. Scholar Program Grantee Portal. For details, please follow the instruction provided by IIE.

I. EXPLANATION OF GRANT AUTHORIZATION

Items 1, 3, 5: Grantee's Name, Address and Home Affiliation

Any changes should be reported immediately to JUSEC and the relevant cooperating agency (IIE, see page. ii) in the United States.

Item 2: Date of Issue

The signed authorization should be submitted to JUSEC **within 15 days** of the date indicated.

Item 4: Purpose of Grant

Full-time participation as described is expected of the grantee. Prior approval of JUSEC is required for any change in the stated purpose of a grant. Acceptance of remunerative employment in Japan, unless approved in writing by JUSEC, violates the conditions of the grant.

Item 6: Institutional Affiliations in Japan

International Education Administrators (hereafter referred to as *IEAs*) will not have institutional affiliations in Japan. JUSEC will design an appropriate program which fulfills the program's objectives.

Item 7: Visa Designation

Because of the short-term nature of your grant, a "tourist" visa will be acceptable if you are absolutely certain that your stay in Japan will not exceed 90 days. This means that you will not have to apply for a visa because Japanese law allows you to stay in Japan for up to 90 days without a visa. You must have the return portion of your ticket when you enter Japan.

Item 8: Cooperating Agencies in the United States (See page I and ii.)

The Institute of International Education (IIE)

Item 9: Grant Category

As indicated on the grant authorization.

Item 10: Authorized Period

A. Grant Period

Length of grant period: The period of the program is indicated on the grant authorization. Grant benefits will be paid for this duration subject to the conditions explained under "Grant Benefits" below.

B. Early Termination of Grant (Early Departure)

Grantees who must terminate the program early, because of health or other compelling personal reasons, may do so by submitting a written request to the Commission. Since the grant benefits are intended to cover expenses while in Japan to pursue the stated academic objective and is not intended as a flat payment, grantees who depart early will only receive grant benefits to cover up to the day of actual departure. The grant period is fixed and cannot be shortened nor extended.

Items 11, 12: Grant Benefits and Other Benefits

The grant is tenable in Japan only and the benefits are for the grantee only. All allowances, except for round-trip international air travel allowance provided in actual ticket form, are paid in yen currency only and are not affected by fluctuations in the exchange rate.

A. Travel Allowance

1. The most economical, economy class round trip tickets will be provided. (Detailed instructions for travel arrangements are available in Appendix I).
2. Return travel benefit must be returned to JUSEC by any grantee (a) who leaves Japan without JUSEC's permission, (b) who accepts another grant tenable in Japan within one month following the Fulbright grant, and (c) who remains in Japan for employment purposes.
3. Travel expenses between home and the nearest U.S. airport and between the Japanese airport and hotels in Japan are not specifically covered by the grant.

B. Health and Accident Insurance (under "Other Benefits")

The grant provides up to a \$50,000 or \$100,000 (depending on the length of grant) health and accident insurance for the grantee only, with the premium paid by Bureau of Educational and Cultural Affairs, U.S. Department of State (ECA). The grantee is insured for the period of the grant and for time spent in direct travel. Claim forms and other necessary documents will be provided upon arrival. For details, please see <<https://www.sevencorners.com/about/gov/usdos>>.

C. Per Diem

The per diem is intended to cover all living expenses (meals, lodging, transportation, and other miscellaneous expenses) in Japan while on the grant.

II. OTHER TERMS

A. Expenses not covered or reimbursed

1. This grant does not provide for expenses in connection with procuring passports, visas, or birth, health or identification certificates, photographs, inoculations, or insurance; shipments of unauthorized baggage, baggage transfer, maintenance or per diem during periods of travel between the U.S. and Japan, taxi fares, or any other items not specifically covered in the grant authorization and explained in the Terms and Conditions.
2. The grant is not intended to meet any expenses in the U.S. during the period of the grant.
3. Any overpayment of benefits authorized in the grant shall be returned to JUSEC by the grantee.

B. Assistance from Other Sources

All scholarships, fellowships, or grants from other sources, in dollars or foreign currency, received concurrently with this grant must be reported to JUSEC. Adjustments in the Fulbright grant may be made if such funds duplicate benefits under this grant.

C. Reports

Online evaluation is required to submit to JUSEC by August 1. A separate final report is required to submit to IIE.

D. Rights and Responsibilities of Grantees (quoted from FFSB Policy Statement).

1. As provided for in U.S. law, all recipients of Fulbright grants will have full academic and artistic freedom, including freedom to write, publish, and create, and no grant granted by the Board may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the protections of academic and artistic freedom normally observed in universities in the U.S. It is the policy of the Board to ensure that the academic and artistic freedoms of all persons receiving grants are protected.
2. Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity which is in keeping with the spirit and intent of the Fulbright Program and that will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Grant recipients are expected to obey the laws of the host country (Japan).
3. A person accepting a grant is not by virtue thereof an official or employee of the U.S. Department of State or other agency of the Government of the United States of America, or of an agency of the government of the home country.

E. Suspension of Grant Benefits

JUSEC may suspend any benefits provided by the grant if in its opinion a grantee ceases to carry out the purpose of the grant. During the period of suspension, the grantee will not receive any allowances or benefits. Such suspension will continue until the grantee resumes the prescribed purpose. No claims will be honored for allowances or other grant benefits not paid during a period of suspension.

F. Revocation or Termination of Grant (adapted from FFBSB Policy Statements)

1. JUSEC has primary authority for recommending that FFBSB revoke or terminate a grant and withhold remaining allowances for reasons specified in paragraph 2. below.

Revocation or termination of a grant on any grounds other than physical or mental incapacitation will lead to the immediate cessation of remaining allowances and benefits except return travel, unless otherwise specified by FFBSB, as well as the repayment by the grantee of any advance in allowances or benefits received under the grant.

2. Grounds for possible revocation or termination may include: (1) violations of the laws of the U.S. or of the host country; (2) acts likely to give offense to the host country; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in unauthorized income-producing activities; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in a grant application form or grant document; (8) conduct which may have the effect of bringing the Department of State or the Fulbright Program into disrepute; (9) violation of the Policies of FFBSB.

In addition, FFBSB may terminate a grant, unless prohibited by law, if (1) the grantee has exhausted all benefits of health and accident insurance provided by the U.S. Department of State in connection with the grant and continued medical treatment would lead to the grantee's becoming a public charge, or (2) the grantee requires such protracted medical treatment that successful completion of the grant is jeopardized, or (3) medical information submitted in the application is found to be substantially inaccurate or incomplete.

G. Contingencies

1. Neither ECA, the Government of Japan, JUSEC, the J. William Fulbright Foreign Scholarship Board (FFBSB), nor the cooperating agency assumes responsibility for personal injury, accident, illness, loss of personal property, or other contingencies which may befall the grantee or dependents during or in connection with the stay abroad during the period of this grant.
2. ECA, the Government of Japan, JUSEC, the J. William Fulbright Foreign Scholarship Board (FFBSB), or the cooperating agency shall not be liable for any claim which may arise from the grantee's failure to enter upon or to complete the project in this grant.
3. The effectuation of grants is in every instance contingent upon availability of contributions to the program from the U.S. Government and the Government of Japan, availability of transportation, stable conditions in the host country, and the grantee's ability to procure a passport and the necessary visas.

H. Expectations as Fulbright Alumni

Once you have returned to the U.S., we would appreciate your consideration of the following:

1. Agreeing to serve as a member of the national screening committee for the Institute of International Education (IIE) if approached. The cooperation of alumni makes it possible for the cooperating agency and JUSEC to select the best possible candidates.
2. Acknowledging JUSEC's assistance in any publications resulting from your experience; a copy of the publication would be appreciated whenever feasible.
3. Promoting and contributing to enhancing and increasing bilateral exchange opportunities in higher education between Japan and the U.S. home institution.

III. PAYMENT OF TAXES

Grantees are responsible for determining their U.S., State and Local tax liabilities as a Fulbright grantee. Before departure from the U.S., they should consult with their local Internal Revenue Service (IRS), State and/or Local tax representative, or consult with an independent tax professional regarding any questions pertaining to tax obligations which follow from accepting this grant. The IRS has a web site for which extensive information may be downloaded. Grantees are cautioned however, not to assume that all American tax jurisdictions treat the income received from this grant in the same manner. Neither JUSEC nor ECA is in a position to answer any questions regarding tax liability.

JUSEC will provide *upon request* (Form 2, Request for Grant Payment Statement) a statement itemizing all benefits received in yen and dollars under the Fulbright grant that may be filed with the tax return (see sample in Appendix II).

Procedures for Travel Arrangements

I. Round-trip Travel Arrangements

- A. All travel benefits for grantees are provided in the form of actual tickets. Grantees must submit the Round-Trip Travel Plan (Form 1) to JUSEC by the designated deadline. Delay in submitting the form may result in unavailability of a ticket for the desired departure date and a subsequent loss of the travel benefit.
- B. Please attach a copy of the biographic page of your passport. This is in order to avoid confusion on the name of the reservation. The name on the reservation and ticket must be exactly the same as it appears on the passport.
- C. JUSEC, after its authorization of the Round-Trip Travel Plan, will submit the form(s) to the Kintetsu International which makes reservations in accordance with the itinerary indicated on the form.

They will contact grantees directly. You are NOT expected to contact them directly until they contact you because they cannot arrange your tickets without JUSEC's travel authorization and request for arrangements.

KIE/Kintetsu International, New York Branch
Tel: (212) 259-9600
<https://www.Kintetsu.com/>

- D. There is a possibility that whole or a part of grantee's travel may be arranged using donated tickets by airline companies.

II. Hotel Reservations in Tokyo upon Arrival

All hotel reservations in Japan during the program will be arranged by JUSEC as part of the program. Detailed information will be provided prior to your arrival in Japan.

III. Necessary Yen Currency upon Arrival

Please be sure to bring enough yen currency for immediate use upon arrival until the day you report to the office and receive the first payment of grant. Possible items include:

- | | |
|--|----------------|
| (1) Airport Limousine bus charge | |
| from Narita to T-CAT* | ¥3,100 |
| from Narita** to Akasaka area (where JUSEC is located) | ¥3,600 |
| from Haneda to T-CAT | ¥1,000 |
| | |
| (2) Taxi fare | |
| from T-CAT to Akasaka area | approx. ¥2,500 |
| from Tokyo Station to Akasaka area | approx. ¥1,700 |
| (3) Meal expenses (credit cards will be accepted in the hotel) | |
| (4) Other miscellaneous purchases | |

Airport Limousine

*T-CAT: Tokyo City Air Terminal

**Narita International Airport

***Haneda International Airport

<https://www.limousinebus.co.jp/en/>

<http://www.tcat-hakozaki.co.jp/en/>

<https://www.narita-airport.jp/en/>

<https://tokyo-haneda.com/en/>

The Following is a sample statement of your grant for tax purposes which will be provided upon request.

Tokyo, January 2025

To whom it may concern:

The Japan-United States Educational Commission (JUSEC) certifies the following:

_____, a **2024 International Education Administrator (IEA)** received the following amount in Japanese Yen currency and U.S. dollar currency during the taxable year **2024** under authority of Section 32 (B) of the Surplus Property Act of 1944, as amended, and in accordance with provisions of the Agreement between the Government of the United States of America and the Government of Japan, signed February 15, 1979, to carry out the academic project for which he/she was selected as a grantee.

Yen Currency

Payment Term January 1, 2024 ~ December 31, 2024

<u>Stipend</u>	¥0,000,000.
Total paid in Japanese yen:	<u>¥0,000,000.</u>

Dollar Currency

<u>Travel Allowance</u>	US\$0,000.00.
Total paid in U.S. dollars:	<u>US\$0,000.00.</u>

Certified by:

JUSEC Administrative Director

DOCUMENTS TO BE SUBMITTED BY GRANTEE

Please submit the forms to JUSEC <program@fulbright.jp>

By March 28:

- Grant Authorization (with your signature)
- Written Pledge
- Supplementary Information Sheet

By April 19:

- Biodata Sheet
- Form 1: Round-trip Travel Plan
- Copy of Your Passport

After the IEA Seminar is completed:

- Form 2: Request for Grant Payment Statement (only if necessary)

These forms can be downloaded from the following website.

<https://www.fulbright.jp/forms/grantus/>
(Please click tab "i")

Round-Trip Travel Plan

Please submit this form to JUSEC <program@fublright.jp>

**Note: All names should be spelled exactly as they appear on the passport.
To verify the information, please send us a copy of your passport with this form.**

Grant Year: 2024 **Grant Category:** IEA

Prefix Last Name First Name Middle Name

Name of Grantee: _____
Date of birth (mm/dd/yyyy) _____

- Expected itinerary (departure date & site, routing, and arrival date in Tokyo**)
- ** Be aware of the International Date Line by which you lose one calendar day on Japan-bound travel.
- **List your travel dates and closest airport. Do not specify airlines nor flight numbers.**

	<u>Date</u>	<u>Place/Airport</u>	<u>Remarks (Staff Use)</u>
Leave			
<hr/>			
Arrive		Haneda / Narita	
<hr/>			
Leave		Haneda / Narita	
<hr/>			
Arrive			
<hr/>			

Contact information to be used for travel arrangement (check one and complete):

- Home address: _____
 Phone: _____ E-mail: _____
- Business address: _____
 Phone: _____ E-mail: _____

JUSEC Authorization

cleared by: _____ *authorized by:* _____

/

 Staff in charge

 Program Manager or Administrative Director

Request for Grant Payment Statement

Please submit this form to JUSEC <program@fulbright.jp> after the completion of the seminar.

I would like to request a tax statement for U.S. government.

Name of Grantee: _____ **Grant Year:** 2024

Grant Category: IEA