

1

- **Notification of Grant Results**

Receive "**Notice of Grant Approval**" and other related documents ("Acceptance of Grant & Request for Payment" form, "Interim Report" form, and "Final Report" form, etc.) from JFLA

2

- **Acceptance of Grant**

Submit "**Acceptance of Grant & Request for Payment**" form to JFLA

Due Date: August 15, 2023

- If you have not submitted a **copy of Emploment Agreement** for the teacher who needs grant support, please email it to JFLA (jflalanguage@jpf.go.jp) once available.

3

- **Grant Payment**

Receive a grant payment check from the JFLA.

4

- Submit **Interim Report** to JFLA

Due Date: March 15, 2024

5

- Submit **Final Report** to JFLA

Due Date: Within 2 months of finishing your 2023-24 academic year

→ JFLA will finalize the grant amount after reviewing the Final Report (Financial Report), and send out a "**Confirmation of Grant Payment**" letter, which informs you of the completion of the grant procedures.

If there are **any remaining grant funds**, please return the balance to JFLA via check made payable to "Japan Foundation Los Angeles."