



2005 Keizai Koho Center Teacher Fellowships

Application Template

Application Procedures

1. This template is provided for applicant's use. However, it is also acceptable to submit applications in one's own format as long as it includes all the required information as outlined in the 'Applications' section at page 1.
2. All items on this application must be completed and typed. Use another sheet (blank paper) if you need more space for any section.
3. The following documents must be attached to this application:
 - Letter of Employment (required)
A letter from one's employer which supports the proposed individual project, and attests to one's full-time professional status for the 2005-2006 school year, or indicate that a sabbatical leave has been granted.
 - Letter(s) of Recommendation (not required but encouraged)
Letter(s) of support for the proposed individual project and its dissemination from administrators and/or key individuals.
4. Applications are mailed to:

Keizai Koho Fellowship Program
Japan-America Society of Pennsylvania
600 Grant Street, Room 444
Pittsburgh, PA 15219-2703
5. Applications must be postmarked no later than February 28, 2005.
6. Incomplete applications will NOT be considered. Faxed applications are NOT accepted. Submitted applications can NOT be returned.
7. Selected fellows will be notified in writing by April 15, 2005, of their selection.

Section 1. Applicant Information (Cover Sheet)

1. FIRST NAME	2. MIDDLE NAME	3. LAST NAME
4. HOME ADDRESS		
_____	_____	_____
Street	City	State Zip
5. HOME PHONE	6. HOME EMAIL	
() -		
7. EMPLOYER (NAME OF SCHOOL, COLLEGE, OR ORGANIZATION)		
8. JOB TITLE		
9. WORK ADDRESS		
_____	_____	_____
Street	City	State Zip
10. WORK PHONE	11. WORK EMAIL	
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12. NAME OF SUPERVISOR	13. SUPERVISOR'S JOB TITLE	

Section 2: Individual Project

14. INDIVIDUAL PROJECT – *Include a plan for the development of specific curriculum materials and/or educational activities related to Japan. The project should identify its focus or theme; how the materials will be used in the classroom; how the project will be shared with other educators; and why the KKC Fellowship is necessary for the development of the project.*

Section 3: Timeline and Dissemination Plan

15. **TIMELINE AND DISSEMINATION PLAN** – *Provide a timeline of project-related activities scheduled from September 2005 through June 2006. For example, completion dates for print and/or multimedia materials, workshops planned, and other educational activities. Applicants are encouraged to disseminate information to audiences beyond individual schools such as district-wide teacher resource centers, and community or professional organizations. Local Japan-America Societies may be of assistance for community wide dissemination efforts. (www.us-japan.org)*

Section 4: Resume

16. RESUME – *List your current academic position, educational achievements, and professional activities. Provide details regarding previous curriculum and/or staff development experiences. In addition, **note all foreign travel.***

Section 5: Acceptance of Responsibilities

I, _____, hereby certify that the information on this sheet and all attached documents is
(Type your name here)
true and accurate to the best of my knowledge. If the fellowship is granted, I agree to provide an interim report by January 15, 2006, and a final comprehensive written report by July 1, 2006. In those reports, I will describe how the knowledge and materials acquired during the visit to Japan has been utilized to further global understanding in the U.S. or Canadian schools. I further agree to provide commentary related to my individual projects during and after the fellowship via the KKC Fellowship website in order to assist teachers in teaching about Japan.

PRINT NAME

SIGNATURE

DATE