

LETTER of UNDERSTANINGS (KWEF Research Grant Program 2023)

To Kurita Water and Research Foundation (KWEF)

Reference number : xxxxxxxxx

Research Program : xxxxxxxxxxx

Grant Amount (JPY) : xxxxxx

This Letter of Understanding (LOU) is a confirmation for qualified researcher to decide receipt of KWEF research grant 2023 after well-understanding of her (his) conditions and obligation hereinafter set forth.

<CONDITONS and OBLIGATIONS requested for Grant Recipient of KEWF research grant program 2023>

1. CONDITIONS and OBLIGATIONS before receipt of the grant.

(1) Bank Account

Grant Recipient (Recipient) is requested to provide right information of a proper bank account to which KWEF wires the grant.

- 1) KWEF wires the grant only to a bank account owned by an institute which Recipient belongs to.
- 2) In a case to arise additional wire fees due to recipient's wrong information, the cost is redeemed to the grant amount.

(2) Choice of wiring currency

Recipient can choice a wiring currency in Japanese Yen (JPY) or US dollars (USD).

In a case of USD, KWEF wires the corresponding amount in USD after exchange from Japanese Yen to USD at an exchange rate on the wiring day. The exchange fee (between TTS and TTB) are redeemed to the grant amount.

2. CONDITIONS and OBLIGATIONS after receipt of the grant

(1) Usage of the grant

Recipient is requested to use the grant for research only.

(2) Submission of reports

1) Research report

Recipient must submit a research report associated with KWEF research grant 2023, to the President of KWEF not later than October 31st, 2024. The report is the research summary written in English in two or three pages (A4 size)

2) Expense Report

Recipient must also submit an expense report issued by her (his) institute in English to the President of KWEF not later than October 31st, 2024. The report should consist of an itemized list of expenses paid with the grant money and those receipts.

(3) Acknowledgment

Grant recipient is requested to include an acknowledgment of grant support such as: “This research was supported in full or in part with Kurita Asia Research Grant (grant number) provided by Kurita Water and Environment Foundation.” Copies of research paper published should be sent to the KWEF.

(4) KWEF internal information handling policy on adopted research

Recipient agrees;

- 1) KWEF publishes name of Recipient, institute, and research title on KWEF website.
- 2) KWEF forwards the research report upon request unless the Recipient does not agree to disclose.

(5) Revisions or Discontinuation of adopted research

Recipient is requested to get KWEF approval in advance before revisions or discontinuation of the research. KWEF may allow minor revision on a case-by-case basis, when it is reasonable and/or unavoidable, In case of major revisions or discontinuation, the recipient is basically requested to return all the remaining grant money to KWEF.

Recipient is requested contact to KWEF secretariat by e-mail when the cases would arise.

(6) Revocation, refund of research grant

For following cases KWEF will withdraw the adoption of a grant, and/ or request a refund of the grant money.

- 1) When a grant recipient discontinued the research program adopted.
- 2) When a grant recipient changed the adopted research program significantly without getting an approval from the President of KWEF by submitting a report in advance.
- 3) When a grant recipient does not fulfill his or her obligation as a grantee such as submission of the research report and the accounting report properly.
- 4) When the grant money remains at the end of the research period (September 30th, 2024).

I hereby understand Conditions and Obligations of Recipient, and promise to execute all of them in time.

Date : [mm/dd/yyyy]

[signature]

Name (Print) :