

Sasakawa Leprosy Initiative Young Scholar Program Implementation Guidelines for FY2025

1. Overview of the Program

(1) Objective:

This program selects young people aged 18 to 35 who are affected by leprosy in countries where the disease is still a challenge as “Sasakawa Leprosy Initiative Young Scholars.” The goal is to help them become role models in their communities and future leaders who can make a wider impact on society through this program. The program includes basic training, individual education, small community projects, and participation in Sasakawa Leprosy Initiative activities. Each scholar will be supported by a mentor who gives guidance on daily activities.

(2) Overall Project Period: April 2025 – March 2027 (2 years)

(3) Project Period for FY 2025: April 1, 2025 – March 10, 2026

2. Contract and Remittance of Funds

Timing	Activity	Notes
Early May 2025	Conclusion of MOU (FY2025)	Organization confirms terms and signs the MOU
Late May 2025	First remittance	Approx. 80% of the funds emitted after signed MOU is returned
March 10, 2026	Submission of financial report (FY2025) and project plan/budget (FY2026)	
Late March 2026	Final remittance for FY2025	Based on actual expenses reported
Early April 2026	Conclusion of MOU (FY2026)	
Late April 2026	First remittance	Approx. 80% emitted again after signed MOU is returned
By March 13, 2027	Final report and financial report for FY2026	Includes results and outcomes
Late March 2027	Final remittance for FY2026	Based on final report and actual expenses

Note:

- The Remittance currencies are JPY, USD, EUR, GBP, AUD, NZD, CAD, HKD, SGD, CHF. IDR, INR, PHP are applicable only for small amount remittance.
- If the contract is under currencies other than the above, as a general rule, the fund will be remitted in USD converted at the day's rate in the contract currency.
- Please notify in advance, if you prefer to receive the remittance in a currency other than USD.

- When we send the second payment, we will adjust for any difference between the expected and actual amount received in the first payment. Please report the actual amount received for the first payment using the acknowledgment form and attach proof from your bank.

3. Report Submission

(1) **Scholars to Mentors:** Scholars are to submit monthly reports to their mentors

(2) **Mentors to SHF:** See below chart

Report#Type#	Deadline#	Description#
Progress#Report#	July#10,#Oct#10,#Jan#10,#Mar#10#	Scholar#updates,#progress,#photos#
Financial#Report#	March#10, 2026	Annual#spending#report#
Activity#Plan/Budget# for#FY#2026#	March#0,2 2026	Plan#and#budget#or#the#next#fiscal# year#

4. Appointment of Mentors

(1) **Target:** One or more mentors appointed by the organization (internal or external)

(2) **Roles of Mentors:**

- Select scholars together with the organization
- Act as companions, providing advice and support to scholars
- Deliver basic training on leprosy and essential skills for independent living
- Assist scholars in selecting suitable training providers
- Regularly report scholar progress to SHF

5. Scholar Selection

(1) **Target:** 2–4 young individuals affected by leprosy, aged 18–35

(2) **Requirements:** Must be able to dedicate time to the program. One letter of recommendation is required from an external organization.

(3) **Desired Qualities:**

- Have a clear vision for the future to be a role model for persons affected by leprosy.
- Willingness to listen to the voices of persons affected by leprosy and work as a leader to improve their situation and address challenges.
- Ability to sincerely support others based on experience, without seeking personal gain.
- Ability to collaborate and coordinate with various stakeholders.

6. Training and Educational Content for Scholars

(1) Basic Training:

All scholars will join a common training program. It covers key topics related to leprosy and basic skills for independent living. The organization will decide specific content. Examples include:

- Leprosy, human rights, leadership, advocacy, organizational and project management
- On-the-job training (OJT) through the organization's activities
- Basic computer use, presentation, report writing, and research skills

(2) Individual Education Program:

Each scholar will choose training based on their interests. Courses may include:

- Accounting, nursing, medical administration, graphic design, driving, English, etc.

(3) Small-scale Projects to Support the Community of Persons Affected by Leprosy:

With mentor guidance, scholars will design and run small-scale community projects. Examples include:

- Awareness campaigns in schools or communities
- Peer support for persons affected by leprosy, etc.

(4) Participation in the Initiative's Activities:

Scholars will take part in various activities of the Initiative, such as posting on social media, contributing to *Leprosy Bulletin*, participating in webinars, attending related seminars and conferences.

(5) Other Activities:

Regular meetings with scholars, networking among scholars from different countries, etc. We welcome your ideas to help strengthen collaboration and engagement.

7. Implementation Requirements

(1) Use of logos and Information Dissemination:

- Use the Sasakawa Leprosy Initiative / SHF logo on printed materials, signs, banners, websites, etc.
- In all public communications about your project, state that the activities are supported by SHF.
- Actively share updates on social media and other platforms to enhance visibility. When posting on social media, please mention the Sasakawa Leprosy Initiative's accounts.

(2) Notification to SHF:

- Inform the SHF contact person once your activity schedule is confirmed.
- Provide the SHF contact person with updates on activity status via email or social media.

- Notify SHF of any changes to your organization's details, project content, budget, schedule, or project period.

(3) Personal Information Protection:

- Handle all personal information (name, gender, address, affiliation, contact, photos/videos, etc.) in accordance with relevant data protection laws.
- A photography/filming consent form is available for reference.

(4) Proper Financial Management:

- Obtain estimates and select suppliers according to your organization's rules.
- Keep all relevant expenditure documents.

Ineligible expenses include:

- Costs unrelated to the program
- Administrative expenses exceeding 10% of the total project budget
- Unjustified expenses (e.g., excessive travel, irregular meeting costs, internal staff rewards, double billing)
- Purchases of motorcycles, vehicles, land, or similar assets

(5) Project Document Management:

Keep the following documents for **five years** after project completion:

a. Documents related to the MOU

- Application form (project plan, budget, etc.)
- MOU and Appendixes
- Approved modification requests (if applicable)
- Progress/ Final reports
- Financial report

b. Documents related to expenditures

- Approvals, meeting minutes
- Estimates and contracts
- Delivery notices, invoices, receipts
- Bank transfer documents
- Account books and bank records
- Payroll records, job descriptions, employment conditions, attendance records
- Basis for allocation of office costs and rent

c. Organizational regulations (Your internal rules and policies)

(6) Cooperation with Audits:

- SHF may conduct audits of records and facilities. Your full cooperation is required.