

FINAL REPORT INSTRUCTION

Submission of a final report is required upon completion of the research project funded by the NEF. Please be sure that this report is NOT a research paper, but an implementation/activity report describing what you have done and what findings you have obtained during the project period. Thus, the submission should be made as soon as your funded research is completed even if any manuscripts for publication are not ready.

Your final report should cover the following information. When sending a map or image electronically, please do not paste it on your report; instead, send it in a separate file.

Title

Give a title of the research funded by the NEF.

Contact details

Type your name, position held, institution/organisation, address, phone number, fax number, and e-mail address.

Duration

State the dates of commencement and report submission (e.g., from 1 May 2012 to 25 April 2014). This final report should cover the whole period of the funded research project.

Abstract

Summarise the research project approximately in 200 words.

Objectives

State the specific objective(s) originally proposed in the approved application.

Research questions/hypotheses

State the research questions/hypotheses originally proposed in the approved application.

Materials and methods

Give clear description of materials including dates of field surveys (e.g., 5-15 May 2012), location data (e.g., name of the study area, physical and biological features, latitude and longitude, map, etc), laboratory work, etc. Give also clear description of methods used to collect and analyse data. This should provide sufficient details, but not be too lengthy, for other qualified researchers to verify your work. Always use the past tense.

Results

Describe your data quantitatively and qualitatively using text, figures, graphs, and tables. All figures, graphs, and tables must be labelled and must have a brief descriptive caption. Always use the past tense. Please separate this section from Discussion.

Discussion

Interpret and evaluate your results in terms of your research questions/hypothesis comparing

to other studies.

Evaluation

- ◆ Describe the level of achievement of the research project in relation to the stated objectives and the reasons why you concluded so.
- ◆ Describe the tasks remained and/or identified to achieve the objectives.
- ◆ Report problems/difficulties you encountered, changes made to your original plan with reasons, and other events that affected implementation/management of the research (if any).
- ◆ Describe any lessons learnt from the research project.

Publications and products

List all scientific publications and other products/works that you published and intend to publish based on findings of the research. Hard and/or electronic reprints or copies of all items should be submitted to the NEF Secretariat when available.

Literature cited

List all the literature properly that you cited in this report.

Financial report

Report all financial activities. Also report any major changes made to your original plan (if any) with reasons. Mention if any balance is remaining.

Please submit your final report to the NEF Secretariat
by e-mail (secretariat@nagaofoundation.or.jp) or
by mail (Miyano Building 3rd Floor, 4-20-9 Midori, Sumida-ku, Tokyo 130-0021 JAPAN).

If you have any questions on report preparation, please contact the e-mail address above.