

GUIDELINE FOR NEF PUBLICATION PROGRAMME

The NEF Publication Programme financially supports scientific publications which are derived from the applicant/co-author(s)'s own research work. Its topic must be on and will expand knowledge of nature conservation in developing countries in the Asia-Pacific region.

1. GRANT SIZE AND DURATION

The maximum grant size in this programme is 1,000,000 Japanese yen per project for a maximum duration of one year.

2. ELIGIBILITY REQUIREMENTS

To be eligible to receive a grant, applicants and their proposed publication project must meet ALL the requirements listed below.

2.1 Eligible applicants

An applicant must:

- be a national of developing country in the Asia-Pacific region (see 3. *TARGET COUNTRIES AND REGIONS* below);
- be a researcher/scientist working full-time and conducting research at a research institution or relevant organisation in one of the countries listed on 3. *TARGET COUNTRIES AND REGIONS* below;
- be the author for the proposed publication with single author or the first author for the proposed publication with multiple authors;
- have ability to communicate in English;
- have no other applications submitted to the NEF at the time of application submission; AND
- have no other on-going projects funded by the NEF at the time of application submission.

If the proposed publication is prepared by two or more authors, the applicant's co-author(s) must:

- be a national of developing country in the Asia-Pacific region (see 3. *TARGET COUNTRIES AND REGIONS* below);
- be a researcher/scientist working full-time and conducting research at a research institution or relevant organisation in one of the countries listed on 3. *TARGET COUNTRIES AND REGIONS* below;
- have no other applications submitted to the NEF at the time of application submission; AND
- have no other on-going projects funded by the NEF at the time of application submission.

2.2 Eligible publication projects

A proposed publication must:

- be on the topic of NATURE CONSERVATION (e.g., natural environment, its conservation and sustainable use, or other topics related to living organisms) of the country where the applicant/co-author(s) currently work(s);
- be printed as a book material;
- be derived from the applicant/co-author(s)'s own research work on a particular topic in nature conservation;
- be expected to deepen and expand knowledge of natural environment and its conservation among

- the general public, local communities, and/or academic communities;
- be written in English or both in English and the applicant's national language;
- have no copyright issues; AND
- be published within one year as scheduled.

Please be sure that the applicant must complete a full-length manuscript that comprises a body of primary-source materials or data from the applicant/co-author(s)'s own research. In addition, the manuscript should be proofread by colleagues or other professionals who are native speakers of English or proficient in English writing before submission.

3. TARGET COUNTRIES AND REGIONS

The target countries in the Asia-Pacific region include: Bangladesh, Bhutan, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Maldives, Marshall Islands, Micronesia, Mongolia, Myanmar, Nauru, Nepal, Palau, Papua New Guinea, the Philippines, Samoa, Solomon Islands, Sri Lanka, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.

4. ELIGIBLE EXPENSES

The programme only supports printing cost, including design and layout, and distribution cost inside the applicant's country.

5. OBLIGATIONS OF GRANT RECIPIENT

If granted, recipients should:

- be responsible for individuals and organisations/institutions to which the recipient subcontracts for various parts of the publication;
- make an appropriate acknowledgement of the NEF's support inside with the NEF's official logo mark on the front cover of the publication; and
- submit two copies of the proposed publication and a detailed financial report.

6. HOW TO APPLY

6.1 Know NEF Publication Programme

Please read this guideline, *Guideline for NEF Publication Programme*, to understand the programme. When filling out in application form, please follow the instruction and examples inside the form. Both guideline and application form are available at our website (<http://nagaofoundation.or.jp/e/research/forms.html>).

6.2 What to submit

Applicants are required to submit the following items.

- One (1) **completed application form** BOTH in MS Word (for our screening purpose) and PDF (for confirming signatures);
- One (1) **full-length manuscript** of the proposed book after English proofread either in MS Word or searchable PDF;
- Copies of **three (3) scientific publication** that are the most contributing the contents of the book (see the section 2.5.3 of the application form);
- One (1) **recommendation letter**; and
- One (1) **estimate** issued by a publisher/printing company (if the estimate is written in applicant's national language, please also attach its English version).

6.3 Where to submit

All the items mentioned in 6.2 should be submitted to the NEF Secretariat by e-mail (secretariat@nagaofoundation.or.jp).

6.4 Application deadlines

Application deadlines for the year of 2021 are twice: **20 April 2022** and **20 October 2022**. All the items mentioned in 6.2 must reach the NEF Secretariat before/on the deadline date for either April or October. Neither incomplete application documents nor delayed submission will be accepted.

7. EVALUATION

The NEF Secretariat will check applications whether all the requirements mentioned above are fulfilled. Only those qualified applications will be examined by the NEF Selection Committee considering the criteria below:

- relevance and importance to nature conservation;
- reasonableness of contents and structure of the proposed publication
- originality and quality of the proposed publication;
- feasibility of the publication schedule;
- reasonableness of the budget;
- applicant's past achievements/experience; and
- recommender's statement on the applicant and application.

8. SCREENING FOR PLAGIARISM

Please note that both applications and manuscripts will be screened for plagiarism using iThenticate plagiarism detection system during the selection process. The NEF Secretariat will reject applications leading to plagiarism or self-plagiarism.

9. RESULT NOTIFICATION AND REMITTANCE

Result announcement will be made on our website by three (3) months after each deadline. Successful applicants will receive a letter of approval, report instructions, and account information form by postal mail and e-mail. Fund remittance will be made as soon as receiving account information form.

Due to the high volume of applications received, the Secretariat will only contact the successful applicants and those ones who receive the Selection Committee's feedback. Thank you for your understanding.

*** NEF expects all our applicants/recipients to understand and follow ethical standards in science as a professional scientist. Any improper attitudes, e.g., improper grant spending, fraudulent grant acquisition, research misconduct (fabrication, falsification, plagiarism), etc. are not acceptable and subject to penalty.

If you have any questions or concerns about our programmes, please feel free to contact the NEF Secretariat by e-mail (secretariat@nagaofoundation.or.jp).