

## ANNUAL REPORT INSTRUCTION

Submission of an annual report is required one year after the implementation and continuation approval 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 year. Thus, the submission should be made as soon as your annual research tasks are completed.

The NEF will review your performance based on the report and decide whether to continue our support to the funded research. Adjustments will be made to the grant amount for the subsequent year if the performance is deemed unsatisfactory.

Your annual 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.

### **Period covered**

State the period covered by your annual report (e.g., from 1 May 2012 to 25 April 2013). This annual 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.

### **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.

### **Work plan for the subsequent year**

Make a timetable that shows how you allocate time for each research activity.

### **Budget for the subsequent year**

Show a detailed breakdown of budget for the next year of the proposed research. All expenses must be converted into Japanese yen.

Please submit your annual report to the NEF Secretariat

by e-mail ([secretariat@nagaofoundation.or.jp](mailto:secretariat@nagaofoundation.or.jp)) or

by mail (3-3-7 Kotobashi, Sumida-ku, Tokyo 130-0022 JAPAN).

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