

## INSTRCUTIONS FOR PREPARING APPLICATION

When preparing an application, please type in black ink; use 12-point normal font; use single spacing; proofread application (also ask someone who is proficient in English writing to proofread if necessary); and avoid technical jargons. Please do not change or extend each boxed space or the form. Additional pages/information and modified application will not be examined.

Application form is available at: <http://www.nagaofoundation.or.jp/e/research/forms.html>

### 1 APPLICANT INFORMATION:

*Name of applicant:* Type your name in the following order: first/given name, middle name, and last/family name.

*Home address:* Type your home address.

*Title/prefix:* Type or choose your title/prefix from the list (Prof, Dr, Mr, Ms, ) and erase unnecessary ones from the entry field.

*Birth date:* Type your birth date in the following order: day, month, and year (e.g., 24/2/1973 or 24 February 1973).

*Nationality:* Type your nationality.

*Name of institution:* Type name of the institution including department/faculty where you belong and will conduct the proposed research.

*Position held:* Type your position at the institution you mentioned above.

*Postal address:* Type postal address of the institution you mentioned above.

*Daytime phone:* Type your phone number(s) that the NEF Secretariat can reach you during the daytime.

*Fax:* Type your fax number(s).

*E-mail:* Type your e-mail address(es) that the NEF Secretariat can reach you.

### 2 PROJECT INFORMATION

*Title of proposed publication:* Give a title of the proposed book appropriately describing its content with carefully selected words.

*Abstract:* Provide approximately 200-word summary of the proposed publication.

*Background:* Give a summary of the research you (and your co-author(s)) have completed and describe why the proposed publication will be able to contribute to the topics/issues you have worked on and nature conservation.

*Objective(s):* State the specific objective(s) of the proposed publication.

*Target audience:* Describe the target audience of the proposed publication.

**Publication format:** Describe the format, length, and contents of the publication.

**Distribution plan:** Explain a distribution plan, including the names of individuals (e.g., scientists, policy-makers) and groups (e.g., research institutions, administrative organisations) to whom/where you send the publication. In addition, describe how you are going to use the proposed publication for nature conservation if any (e.g., workshops, trainings).

**Budget:** Indicate the approximate total cost of the proposed publication project in *Total amount requested in Japanese yen* and show details of all individual items in *Item including unit cost and quantity* and its subtotal in *Amount in JPY*. In addition, please clearly explain purpose of each individual item, necessity of its purchase, and reasonability of the cost setting in *Justification*. All expenses must be converted into Japanese yen

In *Resources already available*, state if you have any other financial support and assistance available from your institute for the proposed publication.

**Example**

Total amount requested in Japanese yen: 750,000 Japanese yen		
Item including unit cost and quantity	Amount in JPY	Justification
<b>PRINTING COST ( --- copies):</b> Design/layout: -JPY * -times --- JPY Printing: --- JPY/copy * ---copies = --JPY  <b>DISTRIBUTION COST</b> JPY/envelop * -- envelops = --- JPY  etc.,	---,---        ---,---	I requested for quotation from 3 companies and their past works. Company A is ---, B is ---, C is ---. Considering the cost performance, their past performance, ---, and ---, I decided Company A is the best choice.  Weight of one copy of the proposed book is approximately --- g. According to the post office's website, domestic postage for that weight is around --- Japanese yen.
State if you have any other resources (facilities, financial assistance, etc.) available for your proposed study.		
My institute will offer: a partial financial support, --- USD; and office equipment.		

**Schedule:** Make a timetable that shows how you plan to allocate time for completing the publication.

**Example**

Duration of the proposed research: 7 months								
Start date: 1 May 2016				End date: 30 November 2016				
Activity	Duration	2016						
		May	Jun	Jul	Aug	Sep	Oct	Nov
Activity 1	1 week							
Activity 2	2 months							
Activity 3	1 month							
Activity 4	2 months							
Activity 5	1 months							

**3 INFORMATION OF AUTHOR(S)**

If the proposed publication is prepared by two or more authors, provide their information, including their name in *--author*, *Nationality*, and *Position title and institution*. *Sections/pages responsible* should clearly indicate each author's responsibilities in writing (e.g., sections, chapters, pages, species group)

*Example*

First author	--- --- ---
Sections/pages responsible	Forward, Acronyms and Abbreviations, Executive Summary Sec A: Background, (pp x-x) Sec B-Chap 1: Family -- (pp x-x), Chap2: Family --- (pp x-x), Chap 4: Family -- (pp x-x), Chap 5:Family -- (pp x-x) Sec C: --- (pp x-x) Sec D: --- (pp x-x) Sec F: --- (pp x-x)
Second author	--- --- ---
Nationality	-----
Position title and institution	Professor Department of ---, Faculty of ---, University of ---.
Sections/pages responsible	Sec B- Chap 1: Family -- (pp x-x), Chap2: Family --- (pp x-x), Chap3: --- (pp x-x), ... Sec D: --- (pp x-x) Sec E: --- (pp x-x)
Third author	--- --- ---
Nationality	-----
Position title and institution	Senior Researcher Department of ---, National Academy of Sciences
Sections/pages responsible	Sec C: --- (pp x-x) Sec G: --- (pp x-x)

**4 CURRICULUM VITAE**

*Record of education*: Provide your record of the higher education. Please indicate the month and year that you received the degree in your major/programme, educational institute, and thesis title.

*Example*

Master's degree (June 2013)	
Major/Programme	Biology
University/Institute	University of ...
Thesis title	The impacts of ...
Doctoral degree (September 2014 – present)	
Major/Programme	Biology
University/Institute	University of ...
Thesis title	The impacts of ...

*Employment/professional service*: Provide your record of employment and professional service which is relevant to the proposed publication with the period, your position, and employer. If the space provided is insufficient, please list the recent record only.

*Selected publications*: Provide the list of your publications on scientific and academic journals. If

the space provided is insufficient, please list only the recent records and/or publications whose study topics are relevant to the proposed publication.

*Other relevant information:* Please use the space to indicate any other relevant information.

## **5 INFORMATION OF RECOMMENDER**

Provide the information of your recommender who can provide evaluation on your capability, knowledge, experience, etc. to conduct the proposed publication project from a supervisory point of view. Please pass the completed application to your recommender for his/her recommendation. You need only one letter. Additional letters will be discarded.

## **6 SIGNATURE BY APPLICANT**

Read the sentence given in the section, check your entire application, and give your signature and date.

## **7 APPROVAL BY HEAD OF INSTITUTION**

Fill out the application form and pass it to the head of institution/organisation for his/her official approval.