

## **GUIDLINE FOR NEF RESEARCH GRANT PROGRAMME**

NEF Research Grant Programme financially supports academic and scientific research that will deepen knowledge of the nature conservation in developing countries in the Asia- Pacific region. With the aim of strengthening research capability of young researchers in that region, grants are available only for individual researchers, but not for groups/teams, to upgrade their skills, knowledge, and experience through their own research work.

### **1. GRANT SIZE AND DURATION**

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The maximum grant size in this programme is 500,000 Japanese yen per project for a maximum duration of two years.

### **2. ELIGIBILITY REQUIREMENTS**

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To be eligible to receive a grant, applicants and their proposed research 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 young researcher/scientist, who works full-time or is enrolled in a doctoral course, conducting research at a research institution or relevant organisation in one of the countries listed on 3. *TARGET COUNTRIES AND REGIONS* below (Students in master's and bachelor's courses are ineligible);
- have sufficient experience and skills in conducting and managing the proposed research;
- be able to communicate in English;
- not have another application to the NEF; AND
- not have another on-going research or publication project funded by the NEF at the time of application submission.

#### **2.2 Eligible research projects**

A proposed research project must:

- be a scientific research contributing to the NATURE CONSERVATION of the co applicant currently works or studies; untry where the
- put its main focus on LIVING ORGANISMS;
- be carried out in the country where the applicant currently works or studies;
- involve fieldwork for collecting data;
- be the applicant's own research work (team work is ineligible.);
- achieve its objective(s) and submit reports within one to two years as scheduled; AND
- be exclusively funded by the NEF Research Grant Programme, or co-funded with the applicant's institution.

### **Examples of the research fields SUPPORTED in the past:**

- ecology, taxonomy, distribution, and current status of wildlife;
- biodiversity (e.g., species diversity, genetic diversity, ecosystem diversity);
- wild flora and fauna;
- gathering information on threatened species and for recovery of ecosystem;
- relationships between nature and humans (e.g., mutual interference, sustainable use of natural resources);
- economic valuation of natural environment; etc.

### **Examples of the projects DECLINED in the past:**

- project lacking the viewpoint of nature conservation;
- project aiming to develop agricultural, forestry, and/or fisheries industries;
- project focusing on pollution problems;
- project focusing on conducting public awareness activities;
- project to be discussed and concluded only from interview results and/or reference;
- project unable to be handled by an individual researcher but by a large group of researchers; etc.

A list of awarded projects is available at <http://nagaofoundation.or.jp/e/research/awarded/index.html> in an excel file. Please check the list for understanding NEF's interest before preparing your application.

## **3. TARGET COUNTRIES AND REGIONS**

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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 AND INELIGIBLE EXPENSES**

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### **4.1 Eligible expenses**

- expendables necessary for field survey and analysis (e.g., sampling gear, reagent);
- local travel expenses for field trip (e.g., accommodation, food, transportation);
- reference materials (e.g., article, book);
- minimum wages and labour costs necessary for proposed research; and
- other expenses only when the NEF Secretariat approves.

### **4.2 Ineligible expenses**

- salaries and tuition paid to the applicant and his/her assistants or others involved in the research;
- renovation and installation of institution's facilities (e.g., rearing, cultivation facilities);
- equipment available through the applicant's institution (e.g., personal computer, computer software/accessory, analytical equipment, microscope, projector, printer, GPS, digital camera, vehicle, motorbike). Exception might be made only when the NEF Secretariat approves the

- importance of purchase of brand new equipment;
- honoraria, consultation fees, and travel expenses paid to advisors and experts;
- participation fees to attend national and international workshops, conferences, and trainings;
- international travel expenses;
- expenses necessary for disseminating research results/findings;
- manuscript preparation and publication;
- expenses for the past activities already done;
- general administrative expenses and overheads; etc.

## **5. OBLIGATIONS OF GRANT RECIPIENT**

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If granted, recipients should:

- be responsible for individuals and organisations/institutions to which the recipient subcontracts for various parts of the approved research project;
- submit a detailed progress report, with photographs taken and a financial report, within one year after implementation of the approved research project; and
- submit a detailed final report, with photographs taken and a financial report, upon completion of the approved research project.

## **6. HOW TO APPLY**

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### **6.1 Know NEF Research Grant Programme**

Please read two guidelines: one is this programme guideline to understand NEF Research Grant Programme; and the other is “Instructions for Preparing Application” to know how to fill in application form. Both guidelines 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.

- a completed application form; and
- a recommendation letter.

### **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](mailto:secretariat@nagaofoundation.or.jp)) in MS Word or PDF or by fax (+81-3-6659-2272).

If e-mail access or fax is unavailable, hard copies can be mailed to:

NEF Secretariat  
Nagao Natural Environment Foundation  
Miyano Building 3rd Floor, 4-20-9 Midori, Sumida-ku  
Tokyo 130-0021 JAPAN

### **6.4 Application deadlines**

Application deadlines for the year of 2018 are twice: **17 April 2018** and **16 October 2018**. All the

items mentioned in 6.2 must reach the NEF Secretariat before/by the date for either April or October. Delayed submission of any required items will not be accepted.

## **7. EVALUATION**

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The NEF Secretariat will check applications whether all the requirements mentioned above are fulfilled. Only those qualified applications will be examined twice a year by the NEF Selection Committee for final decision. Please note that your final grant amount may be the same as, or lower than, the amount you requested, owing to judgement of the Selection Committee.

The following factors will be considered during the selection process:

- relevance and importance to nature conservation;
- originality and quality of the proposed research;
- feasibility of the research design/plan and schedule;
- reasonableness of the budget;
- applicant's past achievements/experience in related research; and
- recommender's statement on the applicant and application.

## **8. RESULT NOTIFICATION AND REMITTANCE**

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Evaluation result will be announced by two to three months after each deadline. If granted, the NEF Secretariat also informs the applicants of the remittance process.

## **9. THOSE WHO WISH TO CONTINUE RESEARCH WITH ADDITIONAL GRANT**

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Grant recipients may submit a renewal application to continue the funded research project in subsequent year(s). Those recipients wishing renewal should follow the same application procedure above. The NEF Selection Committee evaluates progress/final reports and other items resulting from the funded research as well as renewal application. Please be sure that submission of renewal application does not guarantee additional grant funding.

Submission of such applications is acceptable after completion of the funded research projects and up to one time.

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](mailto:secretariat@nagaofoundation.or.jp)).