

INSTRUCTIONS FOR PREPARING APPLICATION

When preparing an application, please follow this guideline. Also 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, etc.) 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 research: Give a title of the proposed research appropriately representing its content with carefully selected words.

Abstract: Provide approximately 200-word summary of the proposed research. Also indicate the approximate project duration on the bottom-left space and the approximate total cost of the proposed research on the bottom-right space.

Introduction: Describe background of the proposed research, including conservation problems/issues to be addressed, critical review of literature, and importance/relevance to nature conservation.

Objective(s): State the specific objective(s) of the proposed research that you will work to achieve.

Research questions/hypotheses: Formulate answerable research questions/hypotheses based on the problems/issues of the proposed research. In general, ‘look and see’ explorations, such as descriptive or pure exploratory projects, are not supported.

Where the research to be conducted: State the location where you intend to conduct your proposed research (e.g. region, area, city, village) with a brief description of that location. Also explain the reasons why you choose the location as your study areas/sites and why your choice is appropriate.

If appropriate, attach a map with its caption. When sending a map or image electronically, please do not paste it on this application; instead, send it in a separate file. The size of the file must be reduced to less than 700 KB.

Materials and methods: Describe how you intend to collect and analyse data in detail. This should provide sufficient details for the NEF Selection Committee members to be able to understand how you will address each of the objectives and answer the questions/hypotheses within the set time period.

Expected outcome: Explain the expected outcome of the proposed research.

Budget: Indicate the approximate total cost of the proposed research 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 what resources (e.g., facility, equipment, manpower, financial assistance, etc.) and from where (e.g., your institute) you already secure supports if any.

Example

Total amount requested in Japanese yen: 465,000 Japanese yen		
Item including unit cost and quantity	Amount in JPY	Justification
TRAVEL EXPENSES Airfare (from A to B): -JPY/trip * -trips = ---JPY Car rental (from C to D): --JPY/day * --days/trip * --trips = ---JPY Accommodation: --JPY/night * -- nights * --rooms = ---JPY --JPY/night * --nights * --rooms = ---JPY Food: --persons * --JPY/day * --days = --JPY	---,---JPY	Transportation cost from/to the area B. The fare was estimated by the travel agency as of dd/mm/yyyy. Accommodation cost at the area D. The rate was estimated based on ...
WAGES AND LABOURS Guides: --JPY/day * --days * --guides = ---JPY	---,---JPY	NP law rules that visitors must accompany an official guide for park entry. The rate is ...
EXPENDABLE ITEMS Item: unit cost * quantity = --JPY etc.	---,---JPY	Item - is used in the process of analysing... My institute support the most of ..., but...
Resources already available		

My institute will offer: a partial financial support, --- USD; laboratory and field equipment; and laboratory assistants and their salaries for this research project...

Schedule: Make a timetable that shows how you plan to allocate time for each research activity.

Example

Duration of the proposed research: 23 months		2016												2017												2018		
Activity	Duration	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3				
Activity 1-1	3 days	■																										
Activity 1-2	1 week/time	■											■															
Activity 1-3	2 days/time	■											■															
Activity 1-4	5 days/time	■											■															
Activity 2-1	2 weeks/trip		■					■						■					■									
Activity 2-2	2 months/trip		■	■	■	■		■	■	■	■	■		■	■	■	■	■	■	■	■	■	■					
Activity 3-1	2 weeks/trip			■					■						■					■								
Activity 3-2	2 months/trip			■	■	■	■		■	■	■	■		■	■	■	■	■	■	■	■	■	■					
Activity 4-1	--- weeks					■	■					■	■			■	■					■	■					
Activity 4-2	--- weeks												■										■					

Expected products: Describe how you are going to publicise the results of the proposed research (e.g. target journal or conference, language of presentation). Please note that this programme does not support printing cost, editing cost, and other cost necessary for publishing.

Literature cited: List all the literature properly that you cited in this application

3 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 research with the period, your position, and employer. If the space provided is insufficient, please list the recent record only.

Research experience: Briefly indicate your past history of research activities relevant to the proposed research.

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 research.

4 INFORMATION OF RECOMMENDER

Provide the information of your recommender who can provide evaluation on your capability, knowledge, experience, etc. to conduct the proposed research 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.

5 SIGNATURE BY APPLICANT

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

6 APPROVAL BY HEAD OF INSTITUTION

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