

PROGRESS REPORT INSTRUCTION

Submission of a progress report is required six months after the implementation and continuation approval of the funded research. Please be sure that this is NOT a research paper or replicate of your application, but an implementation/activity report describing what you have done and what findings you have obtained for the period.

Your progress report should include 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 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 progress report (e.g., from 1 May 2012 to 25 November 2012).

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.

Progress to date

- ◆ Describe what activities have been done 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.
- ◆ Describe what results and findings have been obtained. All figures, graphs, and tables must be labelled and have a brief descriptive caption.
- ◆ Describe how far you have completed and what tasks are remained to be done.

Literature cited

List all the literature properly that you cited in this report.

Please submit your progress report to the NEF Secretariat
by e-mail (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.