

NEF Publication Programme

The NEF Publication Programme supports scientific publications which are derived from applicant's own research work and will expand knowledge of nature conservation in developing countries, preferably in the Asia-Pacific region. Grants are only given to individual researchers, but not to institutions, organisations, or any other groups.

Eligibility requirements

To be eligible, applicants and their proposed publication must meet all the requirements listed below.

Applicants must:

- be a national of developing country in the Asia-Pacific region;
- be a researcher/scientist working full-time and conducting research at a research institution or relevant organisation in his/her home country;
- have ability to communicate in English;
- have no other applications submitted to the NEF at the time of application submission; and
- have no other projects funded by the NEF at the time of application submission.

Proposed publication must:

- be on the topic of nature conservation (e.g., natural environment, its conservation and sustainable use, etc.) of the applicant's country;
- be printed as a book material;
- be derived from the applicant's own research work on a particular topic in nature conservation;
- be expected to deepen and expand knowledge of natural environment and its conservation on the part of the general public, local community, and/or science community;
- be written in English or both in English and the applicant's national language;
- have no copyright issues; and
- be published within one year as scheduled.

Please note that applicants must complete a full-length manuscript that comprises a body of primary-source material or data from the applicant's own research. In addition, the manuscript should be proofread by colleagues or other professionals who are native speakers of English or proficient in English writing before submission.

Eligible expenses

The programme only supports: printing cost including design and layout; fees for a single ISBN; and distribution cost inside the applicant's country.

Grant size and duration

The maximum grant size in this programme is 1,000,000 Japanese yen per project for a maximum duration of one year.

Evaluation

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 budget amount you requested based on selection results.

The following factors will be considered during the selection process:

- relevance and importance to nature conservation;
- reasonableness of contents and structure of the proposed publication
- originality and quality of the proposed publication;
- feasibility of the publication schedule;
- reasonableness of the budget; and
- applicant's past achievements/experience.
- recommender's statement on the applicant and application

Submission and deadlines

The following documents should be submitted to the NEF Secretariat by e-mail (secretariat@nagaofoundation.or.jp) in MS Word or PDF or fax (+81-3-5824-0772):

- a completed application form;
- an estimate issued by a publisher/printing company (if the estimate is written in applicant's national language, please also attach its English version);
- a full-length manuscript of the proposed publication after English native check; and
- a recommendation letter.

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

NEF Secretariat
Nagao Natural Environment Foundation
3-10-10 Shitaya, Taito-ku
Tokyo 110-0004 Japan

Application deadlines for this year are 16 April 2012 and 29 October 2012. Evaluation result will be announced by two to three months after each deadline.

Obligations of grant recipient

If granted, grant recipients should:

- be responsible for individuals and organisations/institutions to which the recipient subcontracts for various parts of the research;
- make an appropriate acknowledgement of the NEF's support inside with the NEF's official logo mark on the front cover of the publication; and
- submit two copies of the proposed publication and a detailed financial report.

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).

APPLICATION FORM GUIDELINES

Application form is available at the address below:

http://www.nagaofoundation.or.jp/pdf/Application_Form_pub.doc

When preparing an application, please type; 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 the form. Additional pages and information will not be examined.

Instruction for filling each section of the application form is as follows:

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 circle your title/prefix (e.g., Prof, Dr, Mr, Mrs, Ms, Miss, etc.) and erase unnecessary ones from the entry field.

Birth date: Type your birth date in the following order: day, month, and year.

Nationality: Type your nationality.

Gender: Type or circle your gender (e.g., male, female) and erase unnecessary one from the entry field.

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.

Day time 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 have completed and describe why the

proposed publication will be able to contribute to the topics/issues you have worked on and nature conservation.

Objectives: 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 production and distribution plans, including the potential and/or proposed publisher(s) for the publication. Describe how you are going to use the proposed publication for nature conservation if any.

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

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

Example:

Total amount requested in Japanese yen: XXX,XXX Japanese yen		
Item including unit cost and quantity	Amount in JPY	Justification
Printing cost (xxx copies)	XXX	
Distribution cost		
X JPY/envelop * X envelops = X JPY	XXX	
etc.,		
State if you have any other resources (facilities, financial assistance, etc.) available for your proposed study.		

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

3 CURRICULUM VITAE

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

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 publication: Provide the list of your publications on scientific and academic

journals. If the space provided is insufficient, please list only the recent record and/or publication whose study topic is similar to the proposed publication.

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

4 INFORMATION OF RECOMMENDER

Provide your recommender's information here. 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.