

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.