

## NEF RESEARCH GRANT PROGRAMME

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

### **Eligibility requirements**

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

Applicants must:

- be a national of developing country in the Asia-Pacific region;
- be a researcher/scientist, who works full-time or is enrolled in a doctoral course, conducting research at a research institution or relevant organisation in his/her home country (those who work and/or study abroad are ineligible.);
- have sufficient experience and skills in conducting and managing the proposed research;
- be able to communicate clearly in written English;
- have only a single application to the NEF; and
- not have an on-going research or publication project funded by the NEF at the time of application submission.

Proposed research project must:

- be scientific research contributing to the nature conservation of the applicant's country;
- be carried out in the applicant's country;
- involve fieldwork for collecting data;
- be applicant's own research work (team projects are ineligible.);
- achieve its objectives 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.

*Research fields SUPPORTED in the past:*

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

*Examples of the research projects UNSUPPORTED in the past:*

- research project that lacks the viewpoint of nature conservation;
- research project to be discussed and make conclusion only from interview results and/or reference;

- research project aiming to develop and further agriculture, forestry, fisheries industry;
- research project that cannot be handled by individual level but national government or other large group.

### **Eligible and ineligible expenses**

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Eligible expenses include:

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

Ineligible expenses include:

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

### **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 year.

### **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 budget amount you requested based on selection results.

The following factors will be considered during the selection process:

- relevance and importance to nature conservation;
- originality and quality of 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.

### **Submission and deadlines**

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All documents (a completed application form and a recommendation letter) 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 (+81-3-5824-0772).

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**

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If granted, grant recipients should:

- be responsible for individuals and organisations/institutions to which the recipient subcontracts for various parts of the research; and
- submit a technical report of the research and a detailed financial report with several photographs one year after its implementation and upon completion.

### **Those who wish to continue their research with additional grant**

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Grant recipients may submit additional applications to continue the funded research in subsequent year(s). Submission of such additional applications is acceptable after completion of the funded 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)).

## APPLICATION FORM GUIDELINES

Application form is available at the address below:

[http://www.nagaofoundation.or.jp/pdf/Application\\_Form\\_rg.doc](http://www.nagaofoundation.or.jp/pdf/Application_Form_rg.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 research:* Give a title of the proposed research appropriately describing its content with carefully selected words.

*Abstract:* Provide approximately 200-word summary of the proposed research.

*Introduction:* Describe background of the research topic, problems/issues to be addressed,

critical review of literature, and importance/relevance to nature conservation.

*Objectives:* 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. country, city, village, etc.) with a brief description of that location (e.g. area). If appropriate, attach a map. 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 700KB.

*Materials and methods:* Describe how you intend to collect and analyse data. The proposed methods must be adequate to address the problem/issues and appropriate to the situation. This should provide sufficient details for another qualified researcher to be able to carry out the same research.

*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: XXX,XXX Japanese yen		
Item including unit cost and quantity	Amount in JPY	Justification
Transportation		
Car rental (from A to B): X JPY * X days = X JPY	XXX	
Accommodation		
X persons * X JPY/day * X days = X JPY at site C	XXX	
Food : X persons * X JPY/day * X days = X JPY	XXX	
Labour		
X persons * X JPY/day * X days = X JPY at site C	XXX	
Item D: unit cost * quantity = 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 each research

activity.

*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 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 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 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 research.

### **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 (or your academic supervisor if you are a PhD student/candidate) for his/her official approval.