

## 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.