

## **ATTENTION!**

### **HOW TO APPLY FOR NEF RESEARCH GRANTS**

The NEF Research Grant Programmes have instituted a new selection process from January 2007. If you wish to apply for a grant, please carefully read below and follow the instructions. General information of each grant programme is provided in our website. Please go to [http://www.nagaofoundation.or.jp/research\\_e/research01.html](http://www.nagaofoundation.or.jp/research_e/research01.html) .

#### **1. Pre-application Phase**

Researchers who are interested in NEF Grant Programmes should first make an enquiry by e-mail and provide the following information:

- 1. Your name**
- 2. Your institution and position held**
- 3. Title and brief description of your proposed research or activity** (including an overall and yearly schedule)
- 4. Name of programme you wish to apply** (Research Grant, Small-scale Research Grant, Publication or Conservation Activity)
- 5. Budget** (Overall and yearly amount requested for the proposed research or activity)
- 6. Your CV** (showing your past experience and achievement related to the proposed research or activity)
- 7. Brief description of publication you wish to produce with a completed manuscript** (if you apply for publication programme)

An NEF officer will contact the applicants, and only those selected upon review of their pre-application are eligible to apply for the full-application phase. The Secretariat will provide a form of full-application only to the successful candidates.

#### **2. Full-application Phase**

Applicants who are invited to submit an application should provide the following documents:

- 1. Completed application form**
- 2. Curriculum vitae**
- 3. Approval by the head of the organisation**
- 4. A letter of recommendation**
- 5. Manuscript (if you apply for the Publication Programme)**

The Secretariat may give suggestions and comments and ask the applicant to revise his/her proposal. This process may take anytime from a few weeks to a few months.

## 2-1. NEF Research Grant Selection Committee

NEF Research Grant Selection Committee meetings are held at least twice a year. Only those final proposals that have incorporated the Secretariat's suggestions will be reviewed.

### 2009 Committee Schedule

	Final Proposal Deadline	Selection
Spring Round	13 April 2009	Late May 2009
Summer Round	14 July 2009	Mid August 2009
Autumn Round	4 November 2009	Early December 2009
Winter Round	5 January 2010	Early February 2010

## 2-2. Notification of Results

The Secretariat will notify the individual applicants of the result of the Committee. In the case that the Committee offers conditional approval for a grant, the applicant will be required to revise his/her proposal based on comments made by the Committee.

## 3. Payment of Grant

It is likely that it will take at least one month to complete the procedure for grant remittance to the successful candidates.

All enquiries and documents should be sent as follows:

Email: [secretariat@nagaofoundation.or.jp](mailto:secretariat@nagaofoundation.or.jp)

or

Fax: +81-3-5824-0772

If email or fax is unavailable, hard copies can be mailed to:

Nagao Natural Environment Foundation

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