

FINAL REPORT INSTRUCTION

You are required to submit a final report of your publication project and two copies of the printed publication upon its completion. Your final report should include the following information.

Title

Give the title of the publication funded by NEF.

Contact details

Type your name, position held, institution/organisation, address, phone number, fax number, and e-mail address.

Duration

State the dates of commencement and report submission (e.g., from 1 May 2012 to 25 April 2013).

Objectives

State the specific objective(s) originally proposed in the approved application.

Results

- ◆ Briefly describe details of the publication, such as its page length (e.g., xxx pages), size (e.g., length * width * height cm), publisher with publication date, language (e.g., English and xx language), and ISBN number (if any).
- ◆ Report the number of copies that you printed.
- ◆ Report to whom (e.g., individual, organisation/institution, etc.) and how many copies of the book you actually distributed.

Additional comments

- ◆ Describe any lessons learnt from the publication project (if any).

Financial report

Report all financial activities. Also report any major changes made to your original plan (if any) with reasons. Mention if any balance is remaining.

Please mail your final report and two copies of the printed publication to the NEF Secretariat (3-3-7 Kotobashi, Sumida-ku, Tokyo 130-0022 JAPAN). If electronic version is available, also send it to the NEF Secretariat by CD or by e-mail (secretariat@nagaofoundation.or.jp).

If you have any questions on report preparation, please contact the e-mail address above.