

## **PROGRESS REPORT INSTRUCTION**

Submission of a progress report is required one year after the implementation of the funded research if its duration is for over one year (e.g., 13 months, 1.5 year, 2 years, etc.). Please be sure that this is NOT a research paper or replicate of your application, but an implementation/activity report describing what you have done and what findings you have obtained for the first year.

Your progress report should include the following information. When sending a map or image electronically, please do not paste it on your report; instead, send it in a separate file.

### **Title**

Give a title of the research funded by NEF.

### **Contact details**

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

### **Period covered**

State the period covered by your progress report (e.g., from 1 May 2012 to 25 April 2013).

### **Objectives**

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

### **Research questions/hypotheses**

State the research questions/hypotheses originally proposed in the approved application.

### **Progress to date**

- ◆ Describe what activities have been done including dates of field surveys (e.g., 5-15 May 2012), location data (e.g., name of the study area, physical and biological features, latitude and longitude, map, etc), laboratory work, etc.
- ◆ Describe what results and findings have been obtained. All figures, graphs, and tables must be labelled and have a brief descriptive caption.
- ◆ Describe how far you have completed and what tasks are remained to be done.

### **Financial report**

Report all financial activities made in the first year.

### **Literature cited**

List all the literature properly that you cited in this report.

Please submit your progress report to the NEF Secretariat  
by e-mail ([secretariat@nagaofoundation.or.jp](mailto:secretariat@nagaofoundation.or.jp)) or  
by mail (3-3-7 Kotobashi, Sumida-ku, Tokyo 130-0022 JAPAN).

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