**NEF Research Grant Programme Application Form**

The instructions indicated below in **blue ink** should be replaced by your words in **black ink** and erased before submission. An incomplete application will not be accepted, so please fill in all the blanks and sections. This application form must not exceed **a maximum of six (6) pages**, excluding section IV-2.11 Literature cited.

**I - INFORMATION ABOUT THE APPLICANT**

**1. Information about the applicant**

**Your name**: (Given) xxxxxx (Middle) xxxxxx (Surname) xxxxxx

(**Name on scientific paper** if different from the above: xxxxxx xxxxxx xxxxxx)

**Title/Prefix**: Prof, Dr, Mr, Ms, Mx, or others

**Birthdate**: dd/mm/yyyy

**Nationality/Citizenship**: xxxxxxx

**Position held**: xxxxxxx

**Institution and its postal address**: xxxxxxx, xxxxxxx, xxxxxxx, xxxxxxx

**Day time phone**: +xx-xx-xxxx-xxxx

**e-mail**: xxx@xxxxxx.xx.xx

**Past support under NEF’s programmes**: If you were granted by NEF and/or participated in NEF’s project in the past, state the name of the programme/project (Research Grant, Publication, CGF, Scholarship, and/or others), the year(s) approved, and the title of your research project.

**2. Declaration**

By signing below, I hereby certify that the information given in my application is accurate, complete, and honestly presented. I understand that any inaccurate/misleading information or omission will be the cause for disqualification from consideration. If awarded by NEF Research Grant Programme, I will implement the proposed research project as planned while following the Programme policy and ethical standards in science.

Signature:

Date: date of signature

**II - INFORMATION ABOUT YOUR RECOMMENDER**

Provide the information of your recommender who will assess your research capability, knowledge, experience, etc. from a supervisory point of view. You need one letter only. Additional letters will be discarded.

Full name:

Position held:

Institution:

Telephone:

e-mail:

**III - INFORMATION ABOUT DEPARTMENT HEAD/ACADEMIC SUPERVISOR AND ITS APPROVAL**

**1. Information of Department Head or Academic Supervisor**

Full name (print):

Position held:

Institution:

Telephone:

e-mail:

**2. Approval by the head and/or the supervisor**

I hereby certify that the proposed research can be conducted in our department/laboratory under the circumstances set out by the applicant. I fully understand the responsibilities of the applicant under the Research Grant Programme and will provide the necessary support and advice for his/her proposed research project.

Signature:

Date:

## **IV - PROPOSED RESEARCH PROJECT**

Type in this document with **black ink**, **single-spaced**, and **12-pt Times New Roman**. Avoid technical jargon. Proofread it carefully before (if necessary, with the support of someone proficient in English writing). When quoting, paraphrasing, and/or summarising others’ works to support your point, properly cite it following the general citation guideline to avoid plagiarism.

As stated previously, the instructions indicated in blue ink should be replaced by your writing in black ink and erased before submission. The application form must not exceed **a maximum of six (6) pages**, excluding section IV-2.11 Literature cited. In other words, six (6) pages should contain the contents from “I - INFORMATION ABOUT THE APPLICANT” to the last line of “IV-2.10 Other output(s).”

### **1. Summary of Proposed Research**

#### 1.1 Title of the research

Give a title of the proposed research appropriately representing its contents.

#### 1.2 Abstract (approximately 200 words)

Provide an abstract summarising the proposed research.

#### 1.3 Duration of the research

Duration of the research: xx months, starting from dd/mm/yyyy and ending in dd/mm/yyyy

#### 1.4 Budget of the research

Total budget (in JPY): xxx,xxx

\* Amount requested to NEF (in JPY): xxx,xxx

\* Amount to be secured from applicant’s institution (in JPY): xxx,xxx

### **2. Details of the research**

#### 2.1 Background

Describe the background of your proposed research, including the current knowledge and gap about the topic, the problems to be addressed, and the significance of the research in your study field, with key literature.

#### 2.2 Objective(s)

State the specific objective(s) of the research that you will work to achieve.

#### 2.3 Research questions/hypotheses

Formulate answerable research questions/hypotheses in relation to the objectives as concretely as possible. In general, ‘look and see’ explorations, such as descriptive or pure exploratory projects, are not supported.

#### 2.4 Importance of the research in nature conservation

Describe the importance of the research to nature conservation, by explaining the conservation problem(s) currently occurring, its relevance to the research, and the research’s contribution to conservation and the problem solution.

#### 2.5 Study sites

Provide a brief description of the location where you intend to conduct your proposed research. Also, explain the reasons why you choose the location as your study area/site and why your choice is suitable.

If appropriate, attach a map with its caption. When attaching a map to this application form or your e-mail as a separate file, please reduce the map size to less than 700 KB.

#### 2.6 Materials and methods

Describe the methods for data collection and analysis, including procedures in the field and/or laboratory works, specimens/materials to be collected in the field, and analytical (experimental and statistical) methods. This part is expected to provide sufficient details for reviewers to be able to understand how you will address each of the objectives and clarify the questions/hypotheses within the project period.

#### 2.7 Budget and timetable (see the separate Excel sheet)

Show how you allocate money and time to each research activity in the Excel sheet provided by NEF. Please submit the Excel sheet together with this application form.

#### 2.8 Expected results

Describe the expected results/findings of the research.

#### 2.9 Target journal(s)

You are required to publish the research findings in at least one peer-reviewed journal as the first author. Please give the name(s) of the target journals to which you are going to submit your manuscript.

#### 2.10 Other output(s)

If having plans to disseminate the results to others (e.g., presentation at a conference, educational book, etc,) besides 2.9 above, describe them also.

#### 2.11 Literature cited

List all the literature properly that you quoted and cited in this application.