

GUIDELINE FOR NEF PUBLICATION PROGRAMME

The NEF Publication Programme provides financial support for scientific books derived from the applicant's own research on nature conservation in developing countries within the Asia-Pacific region.

1. GRANT SIZE AND DURATION

The maximum grant size for this programme is one million (1,000,000) Japanese yen per project, with a maximum duration of one year.

2. ELIGIBILITY REQUIREMENTS

Applicants and their proposed publication projects must meet ALL the requirements listed below.

2.1 Eligible applicants

You must:

- be a national of a developing country in the Asia-Pacific region (see *Sec 3.* below);
- be a researcher/scientist working full-time and conducting research at a research institution or relevant organisation in one of the target countries;
- be the sole author or the first author of the proposed publication if it has multiple authors;
- be able to communicate in English; AND
- not submit multiple applications nor have other ongoing NEF-funded projects at the deadline.

Co-author(s), if any, must be full-time researchers, not submit another NEF application at the deadline, and not hold an ongoing NEF-funded project.

2.2 Eligible publication projects

Your proposed publication must:

- focus on the topic of NATURE CONSERVATION (e.g., natural environment, its conservation and sustainable use, or other topics related to living organisms) in the Asia-Pacific region (see *Sec 3.* below);
- be published as a printed book (not as a journal article, report, or brochure);
- be derived from your/co-authors' research work;
- be expected to advance knowledge among the general public, local communities, and/or academic communities;
- be written i) in English, ii) bilingual (English and your national language) in one or separate volumes, or iii) in the national language with English title and summary;
- have no copyright issues; AND
- be published within one (1) year as scheduled.

2.3 Manuscript readiness

Please submit a full-length manuscript based on primary data/materials from your research. The manuscript should be peer-reviewed by colleagues or other professionals and proofread by someone proficient in academic English writing before submission.

3. TARGET COUNTRIES AND REGIONS

The target countries in the Asia-Pacific region include: Bangladesh, Bhutan, Cambodia, Fiji, Indonesia, Kiribati, Lao PDR, Malaysia, Maldives, Marshall Islands, Micronesia, Mongolia, Myanmar, Nauru, Nepal, Palau, Papua New Guinea, the Philippines, Samoa, Solomon Islands, Sri Lanka, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.

Please note that even if a country or region is listed above, NEF may suspend or exclude support for certain countries or regions due to operational or security reasons. Eligibility will be determined at the time of application, and such decisions may be made without prior notice.

4. ELIGIBLE EXPENSES

The programme only supports printing (including design and layout) and distribution within the applicant's country. Costs not listed here are not supported.

5. GRANTEE OBLIGATIONS

If awarded, you must:

- oversee any subcontracted individuals and organisations;
- acknowledge NEF support and place the NEF's official logo on the front cover;
- submit one electronic copy and two (2) hard copies of the book plus a detailed financial report upon completion; and
- consent to NEF posting of the e-copy on NEF's website.

6. HOW TO APPLY

6.1 Before you start

Please read this Guideline and follow the instructions and examples in the Application Form available on our website (<https://www.nagaofoundation.or.jp/e/research/publication.html>).

6.2 What to submit

Submission requirements differ depending on the language of the proposed publication. Please check which category applies to you:

Option A – English only or bilingual (English + national language)

- **Application form** – two (2) copies: one in Word and the other in PDF;
- **Full-length manuscript** (Word or searchable PDF);
- **Three (3) key scientific publications** underpinning the book (attach English summaries if they are in other languages). They should be the same references as those listed in *Sec 2.5.3* of the Application Form);
- **One (1) recommendation letter**; and
- **One (1) estimate** issued by a publisher/printing company (attach English version if originally in another language).

Option B – National language only

- **Application form** – two (2) copies: one in Word and the other in PDF;

- **Full-length manuscript with English title and summary** in the manuscript (Word or searchable PDF);
- **Complete English translation of the entire manuscript** (Word or searchable PDF) for review and future international audiences.
- **Three (3) key scientific publications** underpinning the book (attach English summaries if they are in other languages). They should be the same references as those listed in *Sec 2.5.3* of the Application Form);
- **One (1) recommendation letter**; and
- **One (1) estimate** issued by a publisher/printing company (attach English version if originally in another language).

6.3 Where to submit

Email all application documents to the NEF Secretariat: secretariat@nagaofoundation.or.jp.

6.4 Application deadlines

Application deadlines for the year 2026 are twice:

- **15 April 2026 at 10:00 AM (Japan Standard Time , UTC+9)** for projects **starting from/after August 2026**; and
- **14 October 2026 at 10:00 AM (Japan Standard Time, UTC+9)** for projects **starting from/after February 2027**.

All required items (*Sec 6.2*) must reach the Secretariat by the deadline. Incomplete application or late submissions (even one minute) will not be accepted.

7. EVALUATION

The NEF Secretariat will check applications to ensure all the requirements are fulfilled. Only qualified applications will be examined by the NEF Selection Committee based on:

- relevance and importance to nature conservation;
- reasonableness of contents and structure;
- originality and quality;
- feasibility of schedule;
- reasonableness of budget;
- applicant's past achievements/experience; and
- recommender's statement.

8. PLAGIARISM SCREENING

Applications and manuscripts will be screened using the iThenticate during the selection process. The Secretariat will reject submissions involving plagiarism or self-plagiarism.

9. RESULT NOTIFICATION AND REMITTANCE

Results will be announced on our website within three (3) months after each deadline. Successful applicants will receive a letter of approval, report instructions, and account information form by e-

mail. Funds are remitted after the Secretariat received the completed account form.

Due to the high volume of applications, only successful applicants and those receiving committee's feedback will be contacted. Thank you for your understanding.

*** NEF expects all our applicants/recipients to understand and follow ethical standards in science as professional scientists. Any improper conduct, such as improper grant spending, fraudulent grant acquisition, or research misconduct (fabrication, falsification, plagiarism), is not acceptable and subject to penalties.

If you have any questions or concerns about our programmes, please feel free to contact the NEF Secretariat by e-mail (secretariat@nagaofoundation.or.jp).