Instruction of registering Application Information for 2021 Joint Research Meeting

※This is an instruction to register your information in each column. Please read and check carefully before you register your application information.

Registering the application information（＊ is mandatory）

Column	How to fill in/ Examples/ Notes
【Application subject contents】 FY	The FY of the research type which you selected on the homepage (the webpage that shown just after logging-in JROIS) is input automatically.
Research type	The research type you selected from the "List of Collaboration program" on the homepage is input automatically (you are not able to change it).
Name of research meeting (In Japanese)	Please fill in the name of the research meeting (in Japanese).
Name of research meeting (In English)	Please fill in with half-width character. Note: If there is only English name for the research meeting, please fill in English name in both English and Japanese column (if you don't fill in both column, it will result in error) .
Preferred date of research meeting	Please fill in the preferred year/month of research meeting (if you don't fill in both start year/month and end year/month, it will result in error). e.g. If the meeting to be held on June, 2021, fill in; 2021 YY 6 MM ～2021 YY 6MM
Details of research meeting	You can fill in up to 8000 words.
Upload the images (If you want to use the image to explain the research purpose, plan, method, etc.)	If you want to use the image, figure or chart for explanation, please upload the file. Please label a number to each image so that the relation to the text is clearly known. How to upload: Select the images from "reference"⇒ Click "open"⇒ Click "add" (please make sure to click "add" button)
Joint Research Meeting Members (planned)	Fill the planned participant's Name, Orgnization, Department and Position.
【Research meeting members】 Joint research meeting representative (applicant) Organization / Department , Faculty / Position / Name / email address	Your JROIS user information is input automatically. Note: You need to complete the JROIS user registration in order to apply for joint research meeting. 【Register as a new user→ Confirmation email will be sent from JROIS→ Complete the user registration by clicking the URL in the email】
NIG research representative	Please fill in Last name, First name, and email address. He/ She will be a person in charge of budget implementation in NIG. By clicking "submit" button at the end of the page, the email for "Request for accepting participation in NIG-JOINT" (for NIG research representative) will be sent to the representative.

【Expenses】	Please apply for travel expenses need for each member visiting NIG.
Breakdown	Please select "Travel expenses／旅費".
Details	Please fill in the details of the travel plan; e.g. "Tokyo-Mishima　1 night　2 days"
Unit price	Please fill in travel expenses per person. Fill in an appropriate amount in accordance with "How to calculate the travel expenses" as below. How to calculate the travel expenses; 　Unit price＝ Round trip expense from the member's institution to NIG＋ Accommodation fee (2,500JPY/ 1night) ＋ 　Daily allowance for travalling days (Faculty & research members 2,500JPY, Student 1,500JPY/ 1day) 　※When using a flight to visit NIG, the train fee from/to airport is set as below; 　　　Narita Airport-JR Mishima Station: 7,120 JPY (one-way) 　　　Haneda Airport -JR Mishima Station: 4,900 JPY (one-way)
Number of visits	Please fill in the number of member's visits to NIG.
Subtotal	Calculated automatically.
Name of visitor	Please fill in the name of the research meeting member visiting NIG. If necessary, please add the column by clicking "add" button. Note: You can delete the blank column by doing the procedure below; Click "Save temporarily"⇒ Click "OK" on the application information confirmation screen⇒ Click "back"⇒ Click the "List of your proposals"⇒ The blank column is deleted (Even the column has been left blank, it doesn't interfere with the application)
Total amount (expected required amount)	Calculated automatically (the total amount have to be up to 350 thousand JPY).