Instruction of registering Application Information for 2021 NIG-JOINT (I)

※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.
New project or continuing project	Please select "new" or "continue"
If continuing project, the first FY of the research	Note: You can apply for NIG-JOINT with the same research theme for 3 years.
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).
Research Theme (In Japanese)	Please fill in the research theme for NIG-JOINT(I) (in Japanese).
Research Theme (In English)	Please fill in with half-width character. Note: If there is only English name, please fill in English name in both English and Japanese column (if you don't fill in both column, it will result in error) .
Purpose of joint research	You can fill in up to 8000 words.
Expected research results	You can fill in up to 8000 words.
Research plan and method	You can fill in up to 8000 words.
Necessity of joint research	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)
Others (additional request for the joint research, if any)	You can fill in up to 8000 words.
Request of re-examination as NIG-JOINT (A) application, in case where (I) is not approved	If you wish to request re-examination as NIG-JOINT(A) application, in case where (I) is not approved, please put check mark in "yes" box.
Involve the experiments of recombinant DNA	If yes, please check a box.
If Yes, name of NIG principal investigator	If yes, please fill in the last and first name of NIG principal investigator.
Involve animal experiments	If yes, please check a box.
If Yes, name of NIG principal investigator	If yes, please fill in the last and first name of NIG principal investigator.
If Yes, the presence of experiments by outside researchers	If yes, please check a box.
Use of isotope	If yes, please check a box.
【Research members】	
Joint research 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 NIG-JOINT. 【Register as a new user→ Confirmation email will be sent from JROIS→ Complete the user registration by clicking the URL in the email】

Joint research member (planned)	Please fill in Last name, First name, and email address. You can add the column by clicking the "add" button. If you have added the joint research member column mistakenly, 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 By clicking the "Submit" button at the end of the page, the email for "Request for accepting the participation in NIG-JOINT" will be sent to joint research members from JROIS. If they haven't completed JROIS user registration, the email for "Request for Creating JROIS Account" will be also sent to them, so please let them know in advance. 【Joint Research Member】 By clicking the URL in the email, the researcher accepts participation in NIG-JOINT as a joint research member.
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 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).
Expense for NIG-JOINT (A) (Up to 150,000 JPY)	Please fill in the expense amount for NIG-JOINT (A) if you put a check mark in yes box for a request of re-examination as NIG-JOINT (A) application, in case where (I) is not approved (Up to 150 thousand JPY).
Acceptance of other major research funds	If yes, check a box and fill in; Funding System/ Name of Research grant, Research Theme (research period), and Amount of the fund (if necessary, please add the column by clicking "add" button). Note: Please 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