JROIS User manual (abridged version)

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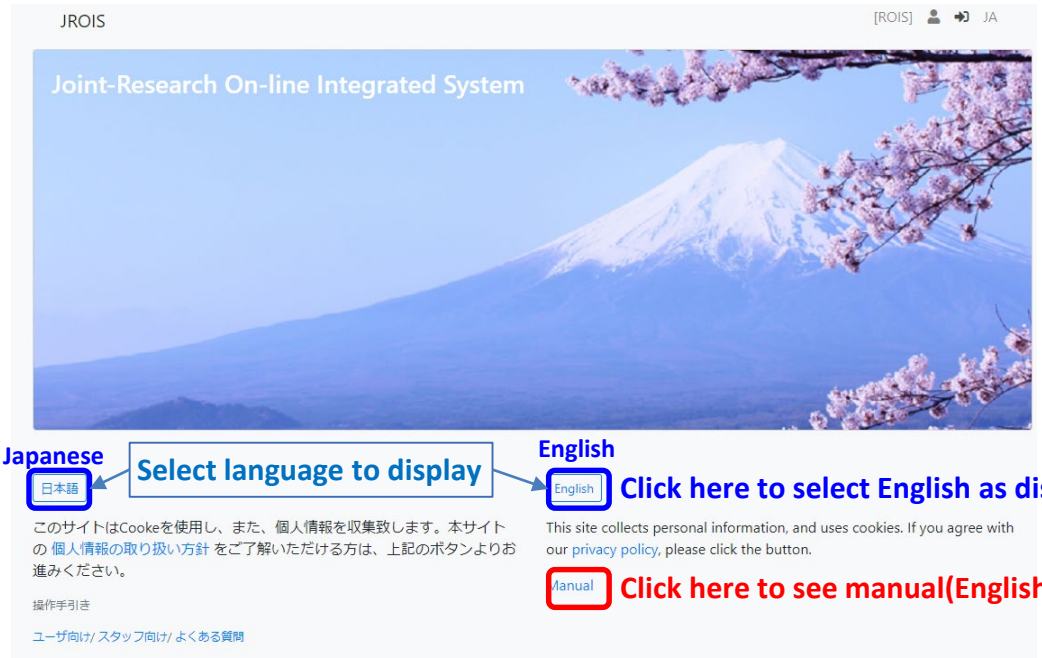
This manual is an abridged version manual. Please refer to the whole version manual by "Manual"*1 below.

Login

1 . Access to：https://jrois2.rois.ac.jp

Click either Japanese or English to set display language.



2. Log in to JROIS2

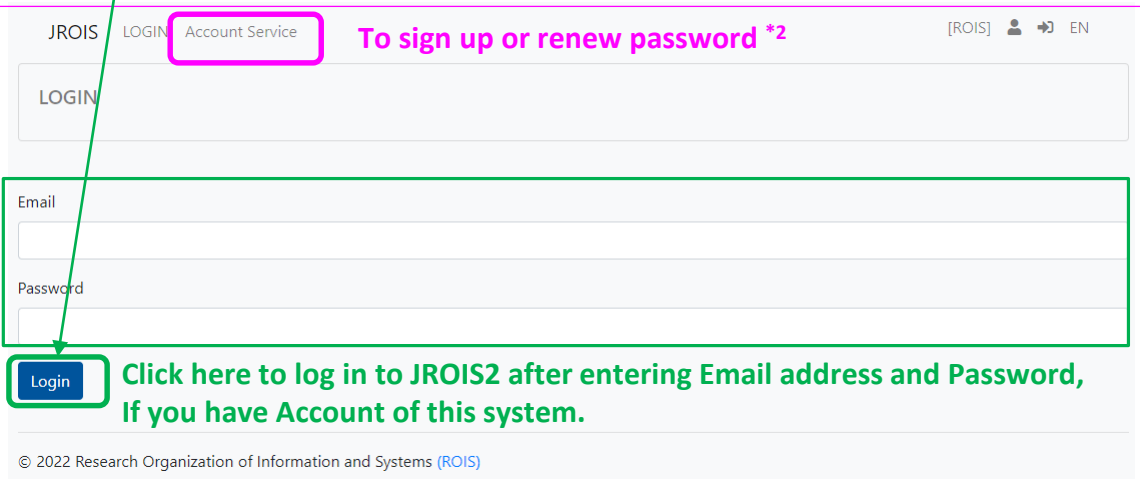
If you have Account of this system, enter your Email address and Password and click “**login**”.

If you registered as a "Research Representative" on the former JROIS, the same account can be used. Others are required to create a new account,enter your Email address and Password and click “login”.

Those who received a message saying your email address is not registered and those who do not have any Account of this system, then newly register your information from "Account Service”.

To sign up if you don’t have any **account** *2

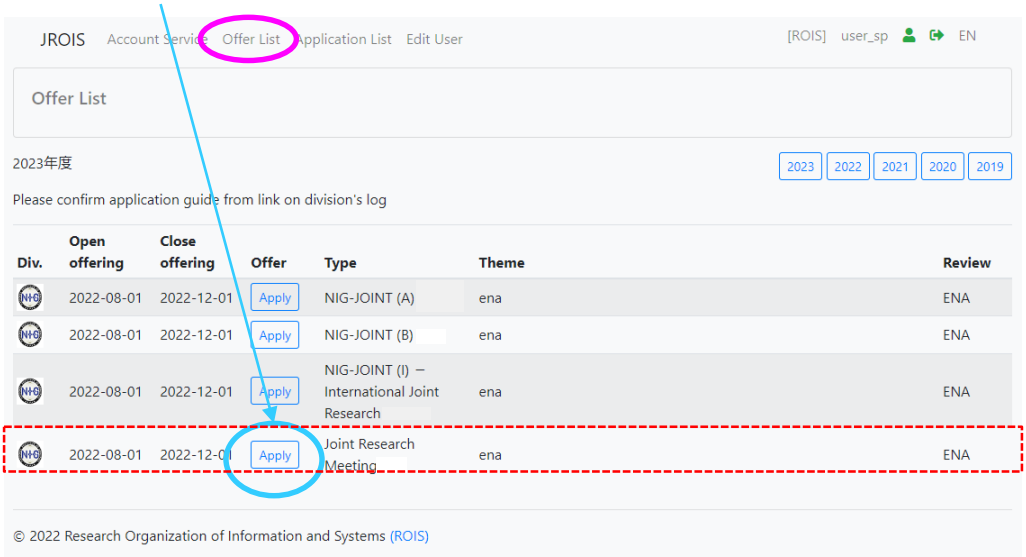
1. Click “**Account Service**”
2. Enter your Email and password for the login. Password must be at least 8 characters.
3. Then, click URL on the email you will receive.
4. After logging in for the first time, ‘Edit User’ screen will be shown, so please register.



Application

1.Application to an appropriate project concerned

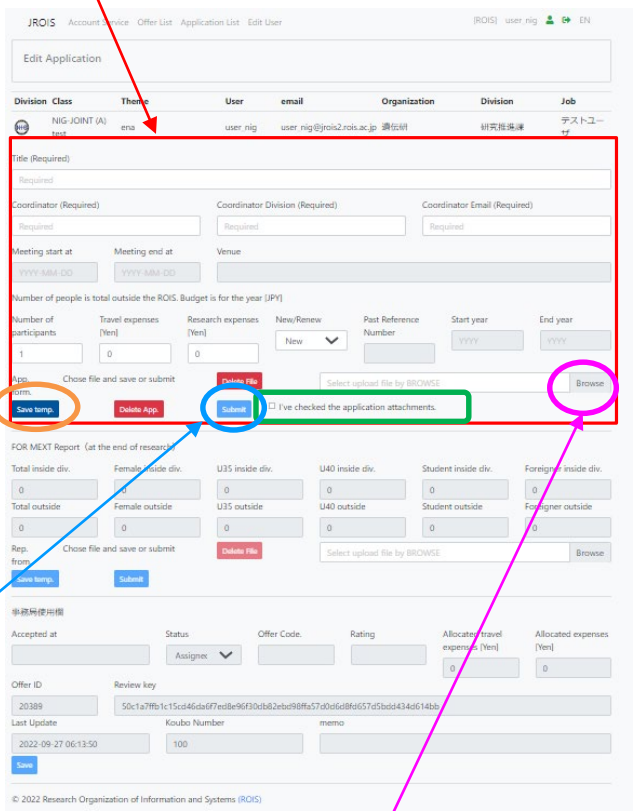
Click "Apply" of an appropriate subject in "Offer List."



2. Input information (and save temporarily)

Input the required information only in the red frame.

- Title: Research Title
- Coordinator: NIG representative
- Coordinator Division: Department of the Coordinator
- Coordinator Email: Email address of the Coordinator
  ※Email will be sent after application.
- Number of participants: Number include the Research Representative
- Travel expenses: Total amount of necessary expense stated in the application
- Research expenses (fill in only for NIG-JOINT B): Total mount of necessary expense stated in the application
- New/Renew: Choose New or Renew. If it is Renew, input Past Reference Number, Start Year and End Year.



save temporarily

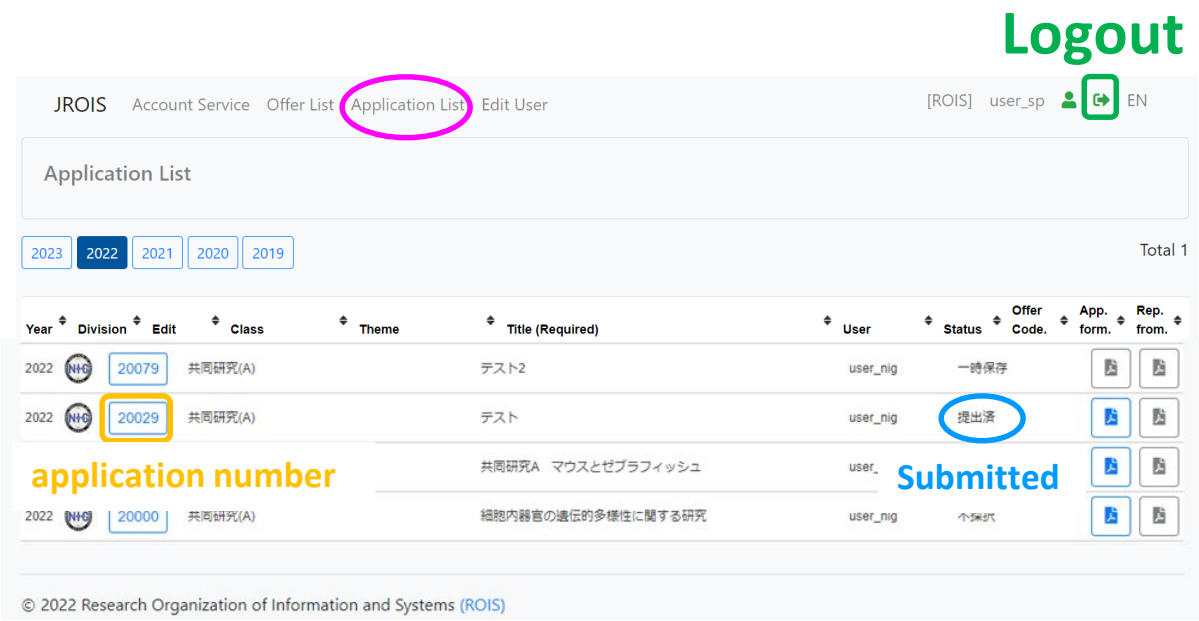
Click Save temp. to save input data temporarily before you submit.

3. Submit

1. Upload the application form (PDF file , within 2MB size) to click "Bowes" .
2. Check " ☑ I've checked the application attachments."
3. Click [Submit] to submit

Your application is complete when you receive an email confirming that your application has been received.

4. Confirm the status of your application “summitted”



You can see the subject that you have submitted in **Application List**.
Please be sure to confirm the status of your application is “**submitted**”.
If the status is “**save temporarily**” , your application has not been complete.

You can confirm and edit your application that you save temporarily.
Please click your “**application number** “to edit the data.

If your application form is incomplete, our staff will push it back to you and contact you.
Please apply again by logging in to JORIS2.

If you do **NOT** receive an email after submission, or if you need to make changes to your application, please contact us at the email address below.

Contact us :
Research Promotion Team
National Institute of Genetics (NIG)
email: kyodo-mail@nig.ac.jp