

大学共同利用機関法人

情報・システム研究機構

Research Organization of Information and Systems

National Institute of Genetics

JROIS2 Operation manual

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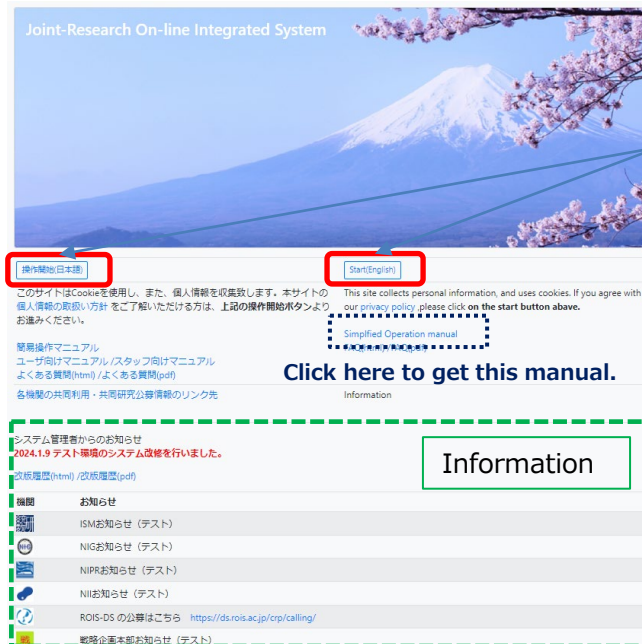
Version 3

Revised Date : 2024/2/13

Login

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

Click either **Japanese** or **English** to set display language.



Click either **[操作開始(日本語)] Japanese** or **[Start(English)] English**

Recommended Browser (Latest Version)

<Windows>

Google Chrome

Microsoft Edge

<Mac OS>

Safari

2. Login to JROIS2

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

If you do not have any Account of this system, click **"Account Services"** menu above to register an account.

To register an account if you don't have any account *2

1. Click **"Account Service"** menu.
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 redirect, so please register.

If you forget your password, click **"Account Services"** menu above to renew password.

To register an account or renew password *2

If you have an Account of this system, Click here to login to JROIS2 after entering Email address and Password.

Account registration is required when applying or when checking application forms for which you are the coordinator. It is not mandatory for coordinator to check application forms on system.

Note: Applications can only be checked by a coordinator who is logged in with an email address that matches the coordinator's email address on the application form. When you receive the "Application received email, if the email address is not the same as the you registered for your account, please contact and ask the office to correct the coordinator's email address on the application form. If you have not yet registered, please register an account with the email address.

Apply

1. Select Division to apply to

“Division to apply to” is displayed.

Select division to which you are submitting your application.

※To submit a report, click “Application List” menu above and click the application ID to be submitted to.

A list of offers by all divisions can also be displayed.

2. Select an offer to apply for

“Offer List” is displayed. It is only a list of offers and notice by the selected division.

At first, a list of offers in **the latest fiscal year** is displayed.

To see a list of offers in the different year, click “**the year**”.

Use the filter function if necessary.

Click the “Apply” button of the offer for that you are applying for.

Div.	Open offering (JST)	Close offering (JST)	Due date for the report(JST)	Offer	Category	Theme
NIG	2024-02-05 00:00	2024-05-10 12:00	2025-02-05 17:00	Apply	[JROIS2]TEST Project A	TEST Theme A
NIG	2024-02-05 00:00	2024-05-10 12:00	2025-02-05 17:00	Apply	[JROIS2]TEST Joint Research	TEST Theme
NIG	2023-10-07 00:00	2023-12-06 23:59	2025-05-30 00:00	Apply	[JROIS2]TEST Meeting	TEST Meeting Theme
NIG	2023-10-07 00:00	2023-12-06 23:59	2025-04-01 00:00	Apply	[JROIS2]TEST Meeting A	TEST Meeting Theme A

Apply

5. Submit

1. Check “ ☒ 「I've checked the application attachments.」
2. After checking, the color of the button changes and it becomes enable to click.
3. Click [submit] button to submit. Then click OK after a confirmation dialog is displayed.
4. Your application has been complete when you receive an email that your application is received.
If you do not receive the email, please contact the office.

App. 1 [pdf] App. 2 [docx] App. 3 [zip]

Save temp. Submit ☐ I've checked the application attachments. Delete App.

Check before submit
Check ☒、「submit」 button becomes enable to click.

App. 1 [pdf] App. 2 [docx] App. 3 [zip]

Save temp. Submit ☒ I've checked the application attachments. Delete App.

Once an application document is submitted, it cannot be modified or deleted. If you are ready to submit, click [OK].

OK キャンセル

SYSTEM Message

Application Received

[Go to Application List](#)

[Notes]

- Once an application is "submitted," its status turns into "Submit" and it cannot be modified. If you need to edit or replace the attached files, please contact the office.
- When you submit without attachment, the application will be automatically saved, but its status will not turn into "submit". After that, you need to upload files and submit. Also please make sure that you receive an email the status is "submit".
- The issue regarding "Temp. Save" has been resolved on February 2024.
(In the past, if application in "Amend" status after the application deadline was temporarily saved, it could not be submitted.

6. Confirm the submitted application data

You can see the subject that you have submitted in "Application List".

Please be sure that the status of your application is "Submit".

If the status is "Saved", your application procedure is not completed.

To confirm and edit your application data saved temporarily, click the "Application ID"

JROIS Account Service Division to apply to Application List Edit User [ROIS] user_rois EN

Application List

2024 2023 2022 2019 Click to sort. (ascending/ descending toggle button) Total 8

☐ Application List(Coordinator)

Application ID	Division	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
20221	JROIS2	TEST Meeting	TEST Meeting Theme	テスト課題	user_rois	機構太郎	Saved				
20220	JROIS2	TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				

Application ID

w/ the uploaded file w/o the uploaded file

To confirm the submitted application data as a Coordinator who is co-researcher responsible for budget execution

If you check the checkbox next to “Application List (Coordinator)”, you can see a list of applications for which logged-in user is the coordinator.

Applications can only be viewed (attachments can be downloaded in “Application List”), cannot be submitted by Coordinator.

If the checkbox is not checked, a list of applications in which the logged-in user is the applicant will be displayed.

JROIS Account Service Division to apply to Application List Edit User [ROIS] user_rois EN

Application List

2024 2023 2022 2019 Total 8

☐ Application List(Coordinator)

Application	Division	ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
[JROIS2]TEST Joint Research	WIG	20176	TEST Joint Research Theme	テスト課題X03/Test subject X03	user_rois	機構太郎	Reject					
[JROIS2]TEST Joint Research	WIG	20220	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit					
[JROIS2]TEST Meeting	戦	20170	TEST Meeting Theme	テスト課題 A_02/Test subject A_02	user_rois	機構太郎	Accept	2024-TEST-02				
[JROIS2]TEST Meeting	戦	20221	TEST Meeting Theme	テスト課題	user_rois	機構太郎	Saved					
[JROIS2]TEST Project	JROIS	20179	TEST Theme	テスト課題 Z_rois/Test subject Z_rois	user_rois	user_rois	Accept	2023-xxx-001				
[JROIS2]TEST Project	JROIS	20192	TEST Theme	テスト課題A	user_rois	機構花子	Submit_report					
[JROIS2]TEST Joint Research	JROIS	20171	TEST Joint Research Theme	テスト課題 _B02/Test subject_B02	user_rois	機構花子	Accept	2023-xxx-02				
[JROIS2]TEST Joint Research	JROIS	20222	TEST Joint Research Theme	テスト課題xxx	user_rois	機構次郎	Submit					

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After check, a list of applications for which the logged-in user is the coordinator will be displayed.

JROIS Account Service Division to apply to Application List Edit User [ROIS] user_rois EN

Application List

2024 2023 2022 2019 Total 3

☒ Application List(Coordinator)

logged-in user = "user_rois"

Application	Division	ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
[JROIS2]TEST Joint Research	WIG	20223	TEST Joint Research Theme	テスト課題01	user_sp	user_rois	Submit					
[JROIS2]TEST Joint Research	戦	20220	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit					
[JROIS2]TEST Project	JROIS	20179	TEST Theme	テスト課題 Z_rois/Test subject Z_rois	user_rois	user_rois	Accept	2023-xxx-001				

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“Application ID 20223” is only displayed after check, because it is submitted by “user_sp”, not submitted by logged-in user (“user_rois”).

Contacts

Contact	Email address
JROIS2 System administrator	staff_rois[at]jrois2.rois.ac.jp
NIG	Kyodo-mail[at]nig.ac.jp

*Please replace [at] above with @.

Check Review Results

After receiving mail sent by the office regarding review results, login to JROIS2.

“Division to apply to” will be displayed immediately after login.

Click “**Application List**” menu above.

Then check the “**Status**”, which is Accept or Reject.

To confirm the allocated expenses and so on, click the **Application ID**.

To confirm the attachment, such as a notice, on “Office(Staff Use section)” according to instructions from the office staff , download files in “**Application List**” .

JROISAccount ServiceDivision to apply toApplication ListEdit User

[ROIS]user_roisEN

Application List

2024202320222019

Total 8

Application ID

☐ Application List(Coordinator)

Division	Application ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
	20170	[JROIS2]TEST Meeting	TEST Meeting Theme	テスト課題 A_02/Test subject A_02	user_rois	機構太郎	Accept	2024-TEST-02			
JROIS	20171	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題 _B02/Test subject_B02	user_rois	機構花子	Accept	2023-xxx-02			
	20176	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題X03/Test subject X03	user_rois	機構太郎	Reject				

[Note]

To check Attachments, such as application form and repot and notice, download files in “**Application List**” to click icon.

Report

“Division to apply to” will be displayed immediately after login.

Click “**Application List**” menu above.

At first, a list of your applications in **the latest fiscal year** is displayed.

Then, click **the year** and **Application ID** in which you are submitting your report.

Application Division	ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
NHG	20176	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題X03/Test subject X03	user_rois	機橋太郎	Reject				
NHG	20220	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
NHG	20170	[JROIS2]TEST Meeting	TEST Meeting Theme	テスト課題 A_02/Test subject A_02	user_rois	機橋太郎	Accept	2024-TEST-02			

Application ID

Upload report files

Upload your report by PDF, DOCX or ZIP format in the **Report section** in “**Edit Application**”.

The method of uploading attachments and submitting reports is the same as the method of uploading application forms. Please see page 4.

Please also fill out the survey questionnaire section (some or all of these columns may not be shown).

“**Edit Application**” ※ **Report section** is in the center of “**Edit Application**”.

Report Section Survey of Research Activities
Fill out if it is shown.

FOR NEXT Report (at the end of research) [Click here for details](#)

Total inside div. 0	Female inside div. 0	U35 inside div. 0	U40 inside div. 0	Grad Student inside 0	Foreigner inside div. 0
Total outside 0	Female outside 0	U35 outside 0	U40 outside 0	Grad Student outside 0	Foreigner outside 0

Rep. 1 [pdf] Rep. 2 [docx] Rep. 3 [zip]

Note: To check the attached files after submitting the report, download the files from the Application List screen.

☐ I've checked the report attachments.

Report submission period is from 2023-04-01 00:00 to 2024-04-30 23:59

Uploading your report files
The same as uploading application forms (see page 4).

Please make sure report submission period. **You cannot “submit” outside of the period.**

After uploading the report files, be sure to check the checkbox and click “**Submit**” button.
(Checking the checkbox activates the “Submit” button.)

Your report submission is completed when you receive an email sent by JROIS2 System.

If you do NOT receive an email after submission, please contact the office.

Revision history

Version	Date	Description
1.0	2023.2.20	Initial published Document
2.0	2023.8.30	<p>Revised due to system improvement in August 2023</p> <p>P2 Changed TOP page image due to change of start button. P2 Added description of account registration when checking application as coordinator. P3 Added the description of filter function to offer list. P3 Deleted the description regarding required fields and added explanation of file status update button. P4 Added description regarding confirmation dialog. P5 Added explanation of application check as a coordinator. P7 Added description regarding checking checkbox when submitting a report.</p>
2.1	2023.9.15	Minor revision
3.0	2024.2.13	<p>Revised due to system improvement in February 2024</p> <p>P1 Changed the manual name from "User manual" to "Operation manual" P2 Change TOP page image due to layout change. P2 Added the description of "forgotten password". P3 Added description due to system specification change to display "Division to apply to" immediately after login and to display a list of offers and notice by the selected division. P3 Delete filter function to select division. P5 Added the description regarding "Temp. saved" issue resolved. P6 Added explanation regarding Application List to be viewed by coordinator. P7 Added notes regarding downloading files. P8 Added description due to change specification to display "Division to apply to" immediately after login. P8 Added description regarding report submission period.</p>