

大学共同利用機関法人
情報・システム研究機構 国立遺伝学研究所
Research Organization of Information and Systems
National Institute of Genetics

JROIS2 User manual (simplified version)

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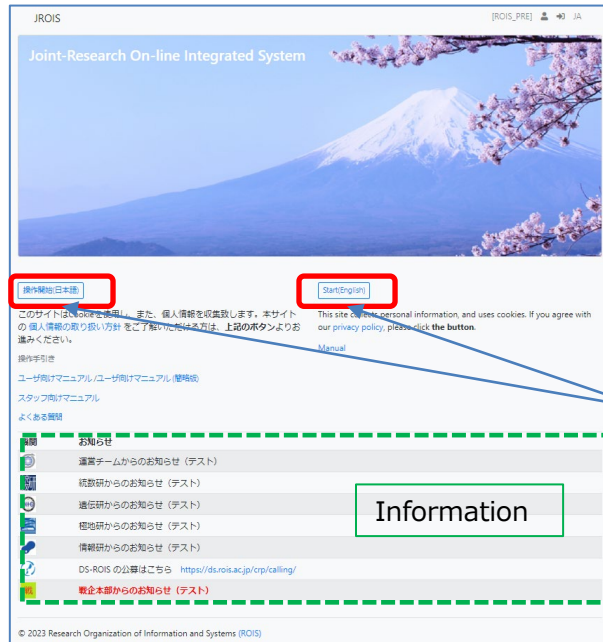
Version 2
Created Date : 2023/9/15

This manual is a simplified version manual.

Login

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

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



**Recommended Browser
(Latest Version)**
<Windows>
Google Chrome
Microsoft Edge
<Mac OS>
Safari

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

2. Log in to JROIS2

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

If you do not have any Account of this system, you need register your information.

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 redirect, so please register.

Account registration is required when applying as a Principal Investigator or when checking applications for which you are the coordinator. Confirming applications as a coordinator is not mandatory.

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. Choose an open call

Click "Apply" of the open call that you would like apply in "Offer List."

JROIS Account Service Offer List Application List Edit User [JROIS_DEV] user_rois EN

Offer List

Div. Notification

- 統数研からのお知らせ (テスト)
- 遺伝研からのお知らせ (テスト)
- 産地研からのお知らせ (テスト)
- 情報研からのお知らせ (テスト)
- DS-ROIS の公募はこちら <https://ds.rois.ac.jp/crp/calling/>
- 戦企本部からのお知らせ (テスト)

2023年度

Division filter Please select (or All divisions) Application Deadline filter Please select

Please confirm application guide from link on division's log

Div. (UST)	Open offering (UST)	Close offering (UST)	Due date for the report(UST)	Offer	Category	Theme	Review
	2022-02-07 00:00	2023-03-31 23:59	2023-05-31 23:59	Apply	[JROIS2]TEST Joint Research	TEST Joint Research Theme	DSA
	2022-02-07 00:00	2023-03-31 23:59	2023-05-31 23:59	Apply	[JROIS2]TEST Meeting	TEST Meeting Theme	DSA

After logging in JROIS2, you can see an offer list for the latest fiscal year. To view an offer list for the different year, click "the year".

Please use the filter function (Division, Application deadline) as needed.

upper of the screen : Information
lower of the screen : Offer list
If you can't see the list, scroll down the screen.

2. Enter information

Edit Application

2023 Fiscal year

Division	Category	Theme	User	email	Organization	Division	Job
NIG-JOINT (A)			user_nipr	user_nipr@rois2.rois.ac.jp	情報研究所	研究推進課	テストユーザ

Application section

Title (Required)

Coordinator (Required) Coordinator Division (Required) Coordinator Email (Required)

App. 1 (pdf) App. 2 (docx) App. 3 (zip)

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

Report Section

FOR MEXT Report (at the end of research)

Total inside div. Female inside div. U35 inside div. U40 inside div. Student inside div. Foreigner inside div.

Total outside Female outside U35 outside U40 outside Student outside Foreigner outside

Rep. 1 (pdf) Rep. 2 (docx) Rep. 3 (zip)

Save temp. Submit I've checked the report attachments.

Staff Use Section

Accepted at 2023-08-08 07:06:36 Status Tentative Offer Code. Rating

Allocated travel expenses (Yen) Allocated expenses(exc. travel exp.) (Yen) Allocated expenses(total) (Yen)

Application ID 20159

Last Update 2023-08-08 16:06:36 Koubo Number 999 memo

Office 1 (pdf) Office 2 (pdf) Office 3 (pdf)

Save

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Enter the required information in **Application section.**

Required

- 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.

Upload your application file in PDF, DOCX or ZIP format.

*Please refer to the next page for uploading.

The application form can be downloaded from the link below.

<https://www.nig.ac.jp/nig/research-infrastructure-collaboration/nig-collaboration-grant>

Update file status
(Click if attachment status is not updated.)

Delete App. Click to delete this application

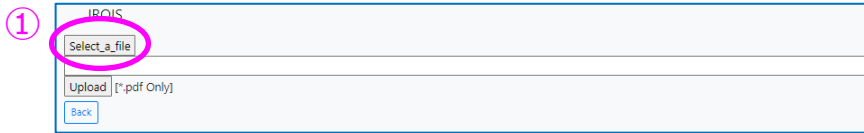
Click **Save temp.** to save data temporarily before you submit. If you go out the page without "Save temp.", the information you entered will be lost, but it has been saved as "Tentative" status.

Before the application deadline, you can click the "Save temp." button to save the entered data and submit afterwards. However, if "Save temp." is clicked after the application deadline while the application is remanded, you cannot submit the application afterwards. In such cases, please contact the office and request "Remand".

Apply

3. Upload the application form

1. After clicking "Upload" button , you will see the screen below. Then, click 「Select_a_file」 



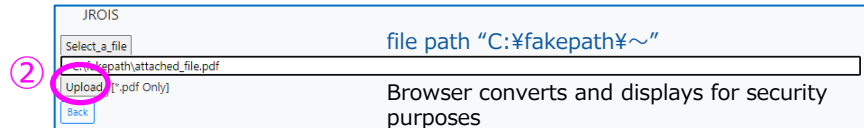
JROIS

Select_a_file

Upload | [*.pdf Only]

Back

2. Select a file to upload, and you will see the screen below. Then, click 「upload」 



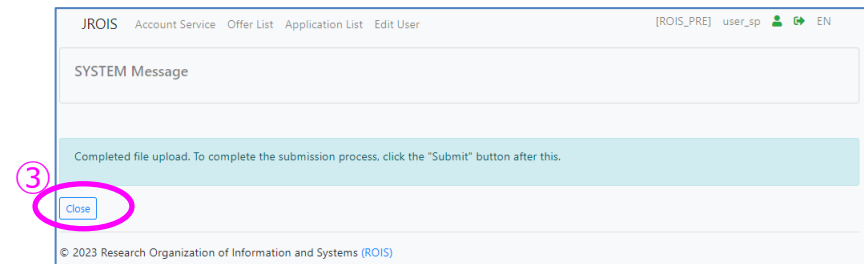
JROIS

Select_a_file file path "C:¥fakepath¥~"

Upload | [*.pdf Only] Browser converts and displays for security purposes

Back

3. After that you will see the screen below. Then, click 「close」 



JROIS Account Service Offer List Application List Edit User [ROIS_PRE] user_sp EN

SYSTEM Message

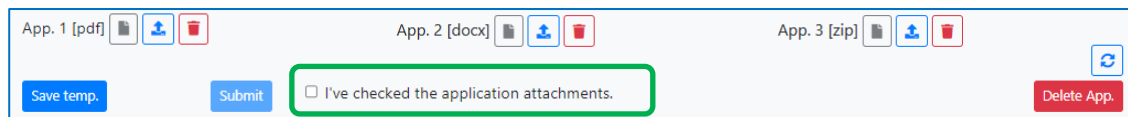
Completed file upload. To complete the submission process, click the "Submit" button after this.

Close

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4. Submit

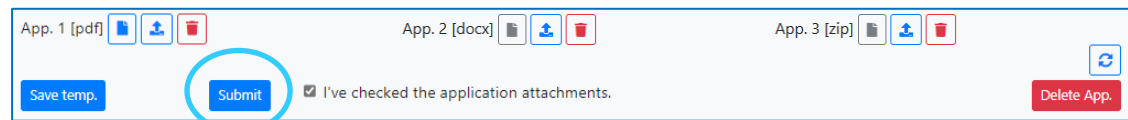
1. Check " 「I've checked the application attachments.」
2. After checking, the color of the button changes and it becomes enable to click.
3. Click [submit] button to submit. Then click OK after a confirmation dialog is displayed.
4. Your application has been complete when you receive an email that your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



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

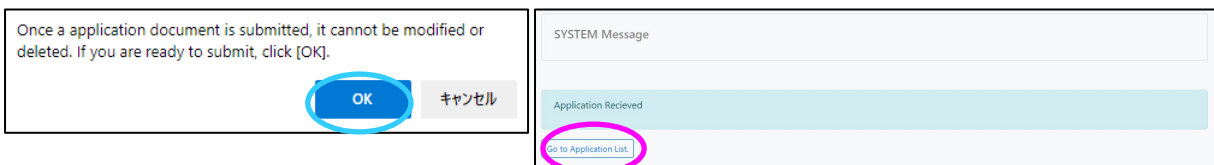
Save temp. Submit I've checked the application attachments. Delete App.

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.

Once an application is "submitted," its status becomes "Submit" and it cannot be modified. If you need to edit or replace the attached application form, please contact the office.

Contact the office to revise the submitted application form after submission

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 @.

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

If your application form is incomplete, staff remand the application and contact you. Please apply again by logging in to JORIS2. In this case, If the application is **temporarily saved after the deadline**, you cannot submit. You need contact us to remand the application again.

Check adoption results

After a notification of the adoption results, login to JROIS2 and open **Application list** to confirm your adoption results (Accept or Reject).

Division	Application ID	Category	Theme	Title (Required)	User	Status	Offer Code	App. form.	Rep. form.	Office
	20147	[JROIS2]TEST Joint Research	TEST Joint Research Theme	Test subject X_rois	user_rois	Reject				
	20153	[JROIS2]TEST Project B	TEST Theme B	Test subject Y_rois	user_rois	Accept	2023-xx-01			

Application ID

Click the offer ID to confirm the allocated expenses etc.

Click here to check the notice, if the office let you know.

Report

Login to JROIS2 and open Application list (**fiscal year concerned**) and click [**Application ID**] that you submit your report.

Application Division	ID	Category	Theme	Title (Required)	User	Status	Offer Code	App. form.	Rep. form.	Office
[JROIS2]TEST	20147	Joint Research	TEST Joint Research Theme	Test subject X_roids	user_rois	Reject		[PDF]	[DOCX]	[ZIP]
[JROIS2]TEST	20153	Project B	TEST Theme B	Test subject Y_roids	user_rois	Accept	2023-xx-01	[PDF]	[DOCX]	[ZIP]

Application ID

Upload your report

Upload your report by PDF, DOCX or ZIP format in the Report section.

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).

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

Survey questionnaire section for MEXT Survey of Research Activities
*Fill out if shown

Uploading your report file

The uploading method is the same as the application form uploading method (see page 4).

After uploading the report file, be sure to check the checkbox and click "Submit" button.
(Checking the checkbox activates the Submit button.)

After uploading your report, **make sure to click [Submit]** to submit report.

Your report submission has been complete when you receive an email that your report is received.
If you do **NOT** receive an email after submission, please contact the office.

