### 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

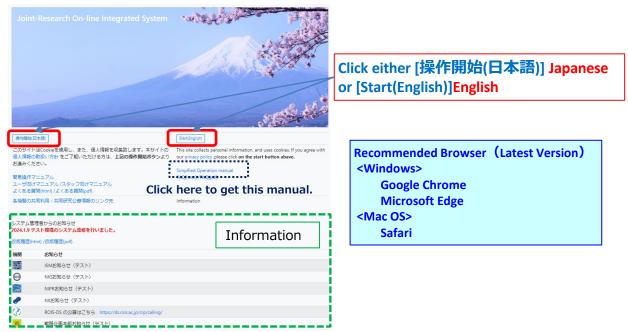
Login	How to Log in to JROIS2	P2		
	Select Division to apply to	Р3		
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	Enter information	P4		
Apply	Upload files (application form)			
	Submit			
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Version 3 Revised Date : 2024/2/13

## Login

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

Click either Japanese or English to set display language.



#### 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.

JROIS L	.OGIN Account Service	[ROIS] 🚢 🕪 EN	
LOGIN	To re	sister an account or renew pass	word <sup>*2</sup>
Email			
Password			
Login	If you ha	ve an Account of this system, C	lick here to login to
© 2024 Researc	JROIS2 a	fter 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.

JROIS Account Service Division to apply to Application List Edit Us	er [ROIS] user_rois 💄 🗭 EN
Division to apply to	
For submitting an application, please select the division for which you are ap For submitting a report, please click the "Application List" menu above and c	
Click here to view a list of offers by all divisions.	
統計数理研究所(ISM) The Institute of Statistical Mathematics	国立遺伝学研究所(NIG) National Institute of Genetics
国立極地研究所(NIPR) National Institute of Polar Research	国立情報学研究所(NII) National Institute of Informatics
データサイエンス共同利用基盤施設(ROIS-DS) Joint Support-Center for Data Science Research	戦略企画本部(ROIS) Office of Strategic Planning

#### 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.

JR	OIS Account Se	rvice Division to	apply to Application	List Edit Use	r	[ROIS_PRE] user_rois 💄 🕩 EN
Off	er List					
Div.	Notification					
NHO	戦略企画本部から	うのお知らせ(テスト	-)			
	scal year confirm application	guide from link or	a division's logo			2024 )23 2022 2021 2020 2019 ication Deadline filter
Div.	Open offering (JST)	Close offering (JST)	Due date for the report(JST)	Offer	Category	Theme
NH6	2024-02-05 00:00	2024-05-10 12:00	2025-02-05 17:00	Apply	[JROIS2]TEST Project A	TEST Theme A
NHG	2024-02-05 00:00	2024-05-10 12:00	2025-02-05 17:00	Apply	[JROIS2]TEST Joint Research	TEST Theme
<b>NH6</b>	2023-10-07 00:00	2023-12-06 23:59	2025-05-30 00:00	Apply	[JROIS2]TEST Meeting	TEST Meeting Theme
NHG	2023-10-07 00:00	2023-12-06 23:59	2025-04-01 00:00	Apply	[JROIS2]TEST Meeting A	TEST Meeting Theme A
2024	Research Organiz	ation of Informatio	n and Systems (ROIS)			

## Apply

#### **3. Enter information**

2024 Fiscal year					
Division Category	Theme	User User II	0 email	Organization Divis	dot noi
NIG-JOINT (A)		user_nipr 113	user_nipr@jrois2.rois.a	icjp 瘤地研究所 研究3	≪進課 テストユーザ
Application Section		Δnn	licatio	on sec	tion
Title of Research Project (Re	quired)		ncuch	on see	cion
Coordinator (Required)		Coordinator Division	(Retuined)	Coordinator Email (Re	Besico
Required		Required	(webseev)	Required	dan erit
App. 1 (pdf)	Sies after submitting the	App. 2 (docs)	s from the Application List scre	App. 3 (zip)	
	Direct	£	le e di e e	files	0
and the part of th		TOF UP	loading	j mes	App.
Report Section					
		here for details			
OR MEXT Report (at the e		here for details U35 inside div.	U40 inside div.	Grad Student inside	Foreigner inside div.
OR MEXT Report (at the e otal inside div.	nd of research) Click Female inside div. 0	U35 inside div.	0	0	0
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FOR MEXT Report (at the e fotal inside div.	nd of research) Click Female inside div. 0	U35 inside div.	0	0	0
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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

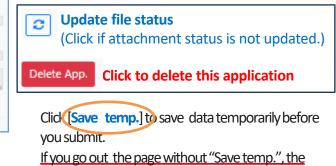
\*Email will be sent after application.

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-infrastructurecollaboration/nig-collaboration-grant



application ID will be removed from Application List.

#### 4. Upload files (application form)

1. After clicking "Upload" button 🕹 , you will see the screen below. Then, click Select\_a\_file 1

(1)	IROIS
Se	select_a_file
	Jpload [*.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¥ $\sim$ "
2	Upload [*.pdf Only]	Browser converts and displays for security
	Back	purposes

#### 3. After that you will see the screen below. Then, click $\lceil close \rfloor$ (3)

	JROIS Account Service Offer List Application List Edit User	[ROIS_PRE]	user_sp 💄	•	EN
	SYSTEM Message				
<b>(</b>	Completed file upload. To complete the submission process, click the "Submit" button after this.				
Č	Close				
	© 2023 Research Organization of Information and Systems (ROIS)				

After uploading the files, it is not complete until you click on "**Submit**". See the next page regarding "**Submit**".

## 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 [docs Save temp. Submit 🗆 I've checked the applic	x] 🖺 主 👅	App. 3 [zip] 👔 🔹 👅	C Delete App.
↓ <sup>c</sup>	Check before sub Check 🗹 、 「submit	omit t] button becomes enable t	o click.
App. 1 [pdf] App. 2 [doc Save temp.		App. 3 [zip] 📗 ᆂ 🔳	Celete App.
Once a 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 Recieved 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"

JROI	IS Accou	unt Service [	Division to apply	to Application	List Jdit Use	r			[ROIS] use	er_rois 💄	🗭 EN
Appli	ication Li	ist									
2024 2	2023 2022	2019	Click to	<b>sort.</b> (a	scendin	g/ descer	nding to	oggle bu	utton)		Total 8
							•		🗆 Apj	plication List	(Coordinator)
Division	Application ID	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				
App	licati	on ID				w/ the u	•		-	he uploa	

## 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.

Appl	lication Li	st									
2024	2023 2022	2019									Tota
									🗆 App	lication List(	Coordinat
	Application							Offer			
Division	ID	Category	Theme	Title	User	Coordinator	Status	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	機構太郎	Reject				
NHG	20220	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
戦	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			
戦	20221	[JROIS2]TEST Meeting	TEST Meeting Theme	テスト課題	user_rois	機構太郎	Saved				
IROIS	20179	[JROIS2]TEST Project	TEST Theme	テスト課題 Z_rois/Test subject Z_rois	user_rois	user_rois	Accept	2023- xxx-001			
IROIS	20192	[JROIS2]TEST Project	TEST Theme	テスト課題A	user_rois	機構花子	Submit_report				
IROIS	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			
IROIS	20222	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題xxx	user_rois	機構次郎	Submit				

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

IS Accou	int Service D	Division to apply	y to Application Li	st Edit User	r					🗈 EN
ication Li	st								-	
2023 2022	2019							_		Total 3
								🛛 Арр	lication List(	Coordinator)
Application ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
20223	[JROIS2]TEST Joint	TEST Joint Research Theme	テスト課題01	user_sp	user_rois	Submit				
20220	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
20179	[JROIS2]TEST Project	TEST Theme	テスト課題 Z_rois/Test subject Z_rois	user_rois	user_rois	Accept	2023- xxx-001			
	ication Li 2023 2022 Application 20223	Application ID     Category       VROIS2/TEST Joint Research     UROIS2/TEST Joint Research       20220     UROIS2/TEST Joint Research	Application ID     Category     Theme       2022     2019       Application ID     Category     Theme       20223     Joint     TEST Joint Research Theme       20220     JOINT Research     TEST Joint Research Theme       20220     JROIS2JTEST Joint Research     TEST Joint Research Theme       20179     JROIS2JTEST JROIS2JTEST     TEST Joint Research Theme	ication List 2023 2022 2019 Application ID Category Theme Title 2023 UROIS2JTEST TEST Joint アスト課題 20220 UROIS2JTEST TEST Joint Research Theme アスト課題 20220 UROIS2JTEST TEST Joint Research Theme アスト課題 20179 UROIS2JTEST TEST Theme アスト課題 20179 UROIS2JTEST TEST Theme アスト課題	ication List 2023 2022 2019 Application ID Category Theme Title User 2023 Joint TEST Joint Research Theme テスト課題の1 user_sp 20220 JROIS2JTEST TEST Joint Research Theme テスト課題 user_rois 20279 JROIS2JTEST TEST Theme デスト課題 20179 JROIS2JTEST TEST Theme ブスト課題	ication List Application ID Category Theme Title User Coordinator ID ID Category Theme デスト課題01 user_sp user_rois ID ID I	ication List Application ID Category Theme Title User Coordinator Status 2023 [UROIS2]TEST TEST Joint Research Theme テスト課題01 User_sp user_rois Submit 20220 UROIS2]TEST TEST Joint Research Theme テスト課題 user_rois user_rois Submit 20220 UROIS2]TEST TEST Joint Research Theme テスト課題 user_rois user_rois Submit 20217 Divit Research Theme テスト課題	Instruction     Logged-in "user_rois       2023     2022     2019       Application ID     Category     Theme     Title     User     Coordinator     Status     Offer Code       20223     Joint     TEST Joint Research Theme     テスト課題     user_rois     submit       20220     J/ROIS2JTEST Joint Research Theme     テスト課題     user_rois     user_rois     Submit       20217     Joint Priject     TEST Joint Research Theme     テスト課題     user_rois     Submit       20179     J/ROIS2JTEST Priject     TEST Theme     デスト課題 Z,rois/Test subject     user_rois     user_rois     Accept     2023- xxx-001	Iogged-in user = ication List	Iogged-in user = "user_rois" Application List Application List

"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".

JRC	OIS Accou	int Service D	ivision to apply	/ to Application Li	st Edit User				[ROIS] use	er_rois 💄	🗭 EN
Арр	lication Li	st									
2024	2023 2022	2019									Total 8
Арр	licatio	n ID							🗆 Арр	blication List	(Coordinator)
Divisio	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.

JRO	IS Accou	unt Service D	Division to apply	/ to Application Lis	st Etlit User				[ROIS] use	r_rois 💄 I	🗭 EN
Appl	ication Li	st									
2024	2023 2	22 2021	2020 201	Ð							Total
	Application							Offer	🗆 Арр	lication List(	Coordinato
Division		Category	Theme	Title	User	Coordinator	Status	Code	App. form.	Rep. form.	Office
<b>H</b>	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				
NHG	20220	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
NHQ	20170	[JROIS2]TEST Meeting	TEST Meeting Theme	テスト課題 A_02/Test subject	user_rois	機構太郎	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" X Report section is in the center of "Edit Application".

Report Section	at the end of research)Click	Survey of Research Activities Fill out if it is shown.			
Total inside div.	Female inside div.	U35 inside div. 0 U35 outside	U40 inside div. 0 U40 outside	Grad Student inside 0 Grad Student outside	Foreigner inside div. 0 Foreigner outside
0	0	0	0	0	0
Save temp.	tached files after submitting the	necked the report attachn	om the Application List screen.	Rep. 3 [zip] 1 2 1 Uploading your rep The same as upload forms (see page 4).	ort files ling application

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	Revised due to system improvement in August 2023 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.
2.1	2023.9.15	Minor revision
3.0	2024.2.13	<ul> <li>Revised due to system improvement in February 2024</li> <li>P1 Changed the manual name from "User manual" to "Operation manual"</li> <li>P2 Change TOP page image due to layout change.</li> <li>P2 Added the description of "forgotten password".</li> <li>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.</li> <li>P3 Delete filter function to select division.</li> <li>P5 Added the description regarding "Temp. saved" issue resolved.</li> <li>P6 Added explanation regarding Application List to be viewed by coordinator.</li> <li>P7 Added notes regarding downloading files.</li> <li>P8 Added description due to change specification to display "Division to apply to" immediately after login.</li> <li>P8 Added description regarding report submission period.</li> </ul>