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 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 (NIG)

JROIS2 User Operation manual

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Version 4.1

Revised Date : 2024/9/24

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

Click here to get this manual.

Information from the system administrator.

Information from the office staff.

2. Log in JROIS2

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

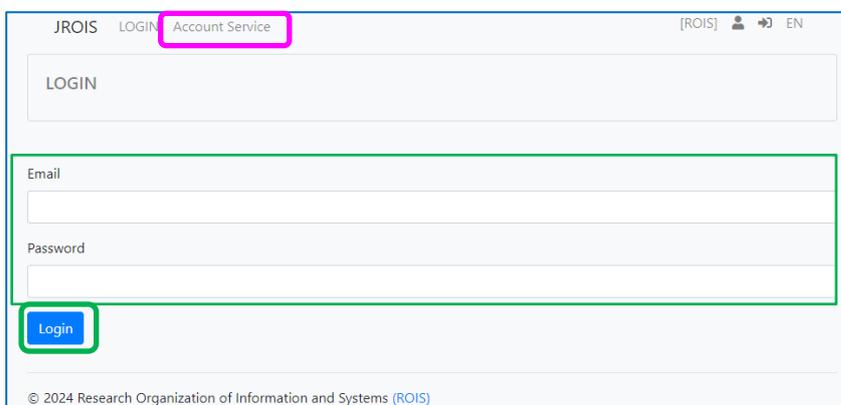
If you do not have any Account of this system, , click "**Account Services**" menu above to register an account.

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

New registration.

Follow the instructions on the ‘Account Service’ screen and enter a valid e-mail address and a password of at least 8 characters, etc. Then **click on the URL in the email sent to the address** you entered to complete your registration.

After logging in for the first time, the ‘Edit User’ screen will appear, asking you to register your ‘Display Name’, ‘Contact tel number’ and ‘Organisation or “Personal”’.



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

“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

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Apply

3. Register information

Edit Application

2025 Fiscal year

Division	Category	Theme	User	User ID	email	Organization	Division	Job
	NIG-JOINT (A)		staff_nig	2		遺伝研	研究推進課	スタッフ

Application Section

Title of Research Project (Required)

Select a coordinator from the list

Select the coordinator from the list. *If the coordinator is not on the list, please contact the office staff.

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

Upload application file

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

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

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

Required

• Title : Research Title

• Coordinator : Clicking the blue button and selecting from the list.

Please refer below for details.

• Coordinator Division : Filled automatically

• Coordinator Email : Filled automatically

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

Coordinator Select

Select Coordinator

Search by name... Belong to Filter

Select	Name	Belong to	Job
	(個別)David Jones	Manufacturing	Manufacturing Manager
	(個別)Emily Johnson	Human Resources	HR Coordinator
	(個別)John Smith	Research and Development	Senior Researcher
	(個別)Michael Williams	Sales	Sales Manager
	(個別)Sarah Brown	Marketing	Marketing Manager

Click to save data temporarily before you submit.

If you go out the page without "Save temp.", the application ID will be removed from Application List.

You can filter by 'Name' and 'Belong to'.

*Name can be searched for partial matches.

Click on 'Select', review a confirmation dialog, and then click 'OK'.

Then the coordinator's information in 'Edit Application' will be filled automatically.

localhost:8120

Enter the information for the selected coordinator. Are you sure?

Name: (個別)Michael Williams
Belong to: Sales
Job: Sales Manager

OK キャンセル

4. Upload application file

Upload the application file (in the specified file format) to the 'Application Section' file upload field.

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

①

JROIS

Select_a_file

Upload [*.pdf Only]

Back

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

②

JROIS

file path "C:\fakepath\~"

Select_a_file

attached_file.pdf

Upload [*.pdf Only]

Browser converts and displays for security purposes

Back

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

③

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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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.]
After checking, the color of the button changes and it becomes enable to click.



Check 、[submit] button becomes enable to click.

2. Click [submit] button to submit . Then click 'OK' after a confirmation dialog is displayed.
If a message then appears, click on 'Go to Application List'.

3. Your application has been completed when you receive an email that your application is received.
If you do not receive the email, please contact the Research Promotion Team of NIG. ([kyodo-mail \[at\] nig.ac.jp](mailto:kyodo-mail[at]nig.ac.jp))

< Notes >

- If the submission deadline arrives while the 'Edit Application' screen is opened, the status will change to 'Expired' and the application cannot be submitted.
- If you wish to make changes to your application after it has been 'Submit', please ask the office to process a 'Request for remand of application'. As shown in the diagram below, you can also contact the office if the blue button '**Inquiry(Contact on changes after Accept)**' is displayed in the top right-hand corner of the application editing screen. (*For details, see p. 10)

Edit Application									
2025 Fiscal year									
Division	Category	Theme	User	User ID	email	Organization	Division	Job	Inquiry (requests for remand / Contact on changes after Accept)
	[JROIS2]TEST Project A	TEST Theme A	user_sp	116	user_sp@jrois2.rois.ac.jp	機構本部	戦略企画室	テストユーザ	

- If you click 'Submit' without uploading any attachments, the application will automatically be 'Saved' but the status will not be 'Submit'. Please upload the attached files and then click 'Submit' to confirm that the 'Received your application' email has been sent. Please also check that the status is 'Submit'.
- If the application is incomplete, the Secretariat may issue a return instruction. If the status of the application is changed from 'Submit' to 'Remand', you will be able to edit the application again. Please correct the issues raised and 'Submit' again.

Apply

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 tentative, click the "Application ID"

[Application List]

Application List

2025 2024 2023 2022 2021 2020 2019

Click to sort. (ascending/ descending toggle button)

Total 26

Application List(Coordinator)

Application Division ID	Application Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
20053	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題 20230215_4	user_sp	機構花子	Submit				
20082	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題 20230816	user_sp	機構太郎	Saved				

Application ID

w/ the uploaded file w/o the uploaded file

To download a file after 'Submit', you can either click on the file icon in 'Application List' or in 'File Download' in 'Edit Application' (see figure below).

[Edit Application] ('File Download' is located under the 'Report Section').

Application Section

Number of people is total outside the ROIS. Budget is for the year [JPY]

Title of Research Project (Required)
申請テスト①

Select the coordinator from the list. *If the coordinator is not on the list, please contact the office staff.

Coordinator (Required): David Jones
Coordinator Division (Required): 製造部

Number of participants: 1
Travel expenses [Yen]: 0
Research expenses(exc. travel exp.) [Yen]: 0
Research expenses(total) [Yen]: 0

New/Renew: New
Past Reference Number:
Start year: YYYY
End year: YYYY

App. 1 [pdf] App. 2 [pdf]

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

Report Section

Please submit the report after the date of receipt of the report.

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

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

Report submission period is from 2024-01-05 00:00 to 2025-02-05 17:00.

File Download

App. form. Rep. form. Office

Notices from office staff

To confirm the submitted application data as a Coordinator (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.

After the applicant has ‘Saved’ the application, it will appear in the ‘Application List’.

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
logged-in user : 「user_rois」

Application List

2025 2024 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	NIG	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	NIG	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
logged-in user : 「user_rois」

Application List

2025 2024 2023 2022 Total 3

Application List(Coordinator)

Application	Division	ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
[JROIS2]TEST Joint Research	NIG	20223	TEST Joint Research Theme	テスト課題01	user_sp	user_rois	Submit					
[JROIS2]TEST Joint Research	NIG	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」

- Not shown before checking.
- After checking the box, it is displayed.
- * Because the applicant (Principal Investigator) is “user_sp”.
- * Because the teacher responsible for acceptance in the office is (“user_rois”).

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**.

If the notification email from the office shows that the office attachment is to be checked, click on **the attachment in the ‘Notices from office staff’ field** on the ‘**Application List**’ screen.

「Application List」

Division	Application ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
製造	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	[Icons]	[Icons]	[Icons]
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	[Icons]	[Icons]	[Icons]
ING	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		[Icons]	[Icons]	[Icons]

Application ID

Attachments (Applications, Reports and Office Staff files) can be downloaded in ‘**File Download**’ in ‘**Edit Application**’ (see figure below) as well as in ‘**Application List**’ screen.

「Edit Application」 (‘File Download’ is located below the ‘Report Section’.)

Application Section
Number of people is total outside the ROIS. Budget is for the year [JPY]

Title of Research Project (Required)
申請テスト①

Select the coordinator from the list. *If the coordinator is not on the list, please contact the office staff.

Coordinator (Required) David Jones
Coordinator Division (Required) 製造部

Number of participants: 1
Travel expenses [Yen]: 0
Research expenses(exc. travel exp.) [Yen]: 0
Research expenses(total) [Yen]: 0

New/Renew: New
Past Reference Number: []
Start year: YYYY
End year: YYYY

App. 1 [pdf] [Download] [Upload] [Delete]
App. 2 [pdf] [Download] [Upload] [Delete]

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

Report Section
Please submit the report after the date of receipt of the report.

Rep. 1 [pdf] [Download] [Upload] [Delete]
Rep. 2 [docx] [Download] [Upload] [Delete]
Rep. 3 [pdf] [Download] [Upload] [Delete]

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

Report submission period is from 2024-01-05 00:00 to 2025-02-05 17:00.

File Download
App. form. [Download] [Upload] [Delete]
Rep. form. [Download] [Upload] [Delete]
Office [Download] [Upload] [Delete]

Notices from office staff

Submit a 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 submit your report.

The screenshot shows the 'Application List' page. At the top, there are navigation links: 'JROIS', 'Account Service', 'Division to apply to', 'Application List' (circled in green), and 'Edit User'. On the right, it shows '[ROIS] user_rois' and 'EN'. Below the navigation, there are year selection buttons for 2025, 2024, 2023, and 2022. The '2025' button is circled in blue. Below the year selection, there is a table of applications. The table has columns: Application ID, Category, Theme, Title, User, Coordinator, Status, Offer Code, App. form., Rep. form., and Office. The third row of the table has an 'Application ID' of '20170' which is circled in yellow.

Application ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
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				
20220	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
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			

Application ID

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”.

The screenshot shows the 'Report Section' of the 'Edit Application' page. At the top, there is a title 'Report Section' in green. Below it, there is a section for 'FOR MEXT Report (at the end of research)' with a link 'Click here for details'. To the right, there is a section for 'Survey of Research Activities Fill out if it is shown.' Below these sections, there is a table with columns for 'Total inside div.', 'Female inside div.', 'U35 inside div.', 'U40 inside div.', 'Grad Student inside', and 'Foreigner inside div.'. Each column has a text input field with the number '0'. Below the table, there are three report upload sections: 'Rep. 1 [pdf]', 'Rep. 2 [docx]', and 'Rep. 3 [zip]'. Each section has a file icon, a download icon, and a trash icon. Below the upload sections, there is a 'Save temp.' button, a 'Submit' button, and a checkbox 'I've checked the report attachments.'. To the right of the 'Submit' button, there is a section for 'Uploading your report files' with the text 'The same as uploading application forms (see page 4)'. At the bottom, there is a red-bordered box containing the text 'Report submission period is from 2025-04-01 00:00 to 2026-04-30 23:59.'

Please make sure report submission period. You cannot “submit” after 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 the email, please contact the Research Promotion Team of NIG. (kyodo-mail [at] nig.ac.jp)

Inquiry

1. Inquiry to office staff

To contact on changes after 'Accept' or to request a remand after 'Submit' an application, click on '**Inquiry (requests for remand / Contact on changes after Accept)**' at the top right of the 'Edit Application' screen of the application to be inquired about.

The 'Inquiry' form will open. Select your subject, enter the contents and click '**send**'. Then click 'OK' in the confirmation dialogue, an email is sent to the office staff, the applicant and the coordinator.

***If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mailbox to be sure.**

The Contact on changes after Accept items are Add co-researchers, Delete co-researchers, Transfer of co-researcher and Transfer of principal investigator.

*Note: The '**Inquiry (requests for remand / Contact on changes after acceptance)**' button is not displayed if the division conducting the public call does not accept inquiries via JROIS2.

'Edit Application' (Click on the application ID of the application you wish to enquire about in the 'Application List' to open it.)

Edit Application
Inquiry to office staff

Inquiry (requests for remand / Contact on changes after Accept)

2024 Fiscal year	Division	Category	Theme	User	User ID	email	Organization	Division	Job
	[JROIS2]TEST	Project A	TEST Theme A	user_sp	116	user_sp@jrois2.rois.ac.jp	機構本部	戦略企画室	テストユーザ

Application Section

Number of people is total outside the ROIS. Budget is for the year [JPY]

Title of Research Project (Required)

Inquiry Form (To Office staff)

Inquiry Form

If your registered email address changes, please update it in "Edit User" menu before contacting us.

Contact Division

Application ID helpdesk.inquiry_kadal_cd

helpdesk.inquiry_title

*Subject

*Contents

Send

If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mail box to be sure.

Select 'Subject' and a template will be inserted in the 'Content' field, which you need to fill in.

*The following is an example. The content depends on the offer division.

- Add co-researchers
- Delete co-researchers
- Transfer of co-researchers
- Transfer of principal investigator
- Request for remand of application

Click on '**Send**' and check confirmation dialog and then click 'OK'.

*Email notification is not only sent to office staff and applicant, but also to **the coordinator**.

Inquiry

2. Inquiry to the system administrator

To contact the system administrator regarding user registration or changes to user information, click on the 'Inquiry' tab at the top of the screen (always displayed at the top of the screen from the login screen onwards).

The Inquiry form will open. Select the request 'User registration and changing user information', enter the content and click 'send'.

After clicking 'OK' in the confirmation dialogue, an email is sent to the system administrator and the applicant.

***If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mailbox to be sure.**

You can make an inquiry both before and after you have logged in. However, the input items in each form differ. Before logging in, the form needs to be filled out with the applicant's information (Name, Email address, Telephone number and Organization).

[Inquiry]Tab (Always displayed at the top of the screen after the transition to the login screen.)

JROIS LOGIN Account Service Inquiry [ROIS_DEV] [EN]

LOGIN Inquiry to system administrator.
 > User registration and changing user information

Email

Password

Login

Click here to login to the ISEE version of JROIS2

Click on 'Inquiry' tab
 ⇒ To the system administrator.
 ⇒ Inquiry form will open.

*You can make an inquiry both before and after you have logged in. However, the input items in each form differ.

Inquiry Form (To the system administrator *before login)

JROIS LOGIN Account Service Inquiry [ROIS_DEV] [EN]

Inquiry Form

If you already have an account, please contact us after logging in.

Contact Division
 ROIS(system administrator)

Name

Email Before logging in, the fields relating to the applicant's information (Name, Email, Tel, Organization) must be completed.

Tel

Organization

Subject Please select

Contents Enter the content

Send If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mail box to be sure.

Inquiry Form (To the system administrator *after login)

JROIS Account Service Division to apply to Application List Edit User Inquiry [ROIS_DEV] user:sp [EN]

Inquiry Form

If your registered email address changes, please update it in "Edit User" menu before contacting us.

Contact Division
 ROIS(system administrator)

Subject Please select

Contents Enter the content

Select your subject. 'User registration and changing user information' is the only option.

Send If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mail box to be sure.

Click on 'Send', review confirmation dialog, and then click 'OK'.
 An email is sent to the system administrator and the applicant.

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>
4.0	2024.9.13	<p>Revised due to system improvement in September 2024.</p> <p>Front cover Change to user operation manual P2 Changed the name of manual and layout of the announcement column, etc. P4 Added button to select a coordinator from the list. P5 Added 'Inquiry (requests for remand / Contact on changes after Accept)' button P8 Added file download function in 'Edit Application'. P9 Due to the deletion of Note "To check the attached files after submitting the application, download the files from the Application List screen." in 'Edit Application'. P10 Added Inquiry Form to office staff P11 Added Inquiry Form to the system administrator</p>
4.1	2024.09.24	<p>P4 Image changes due to deleting Email address and column name changes (Division ⇒ Belong to) on the Coordinator Selection screen.</p>