

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 (NIG)

JROIS User Operation manual

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Version 6.0
 Revised Date : 2025/8/25

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.

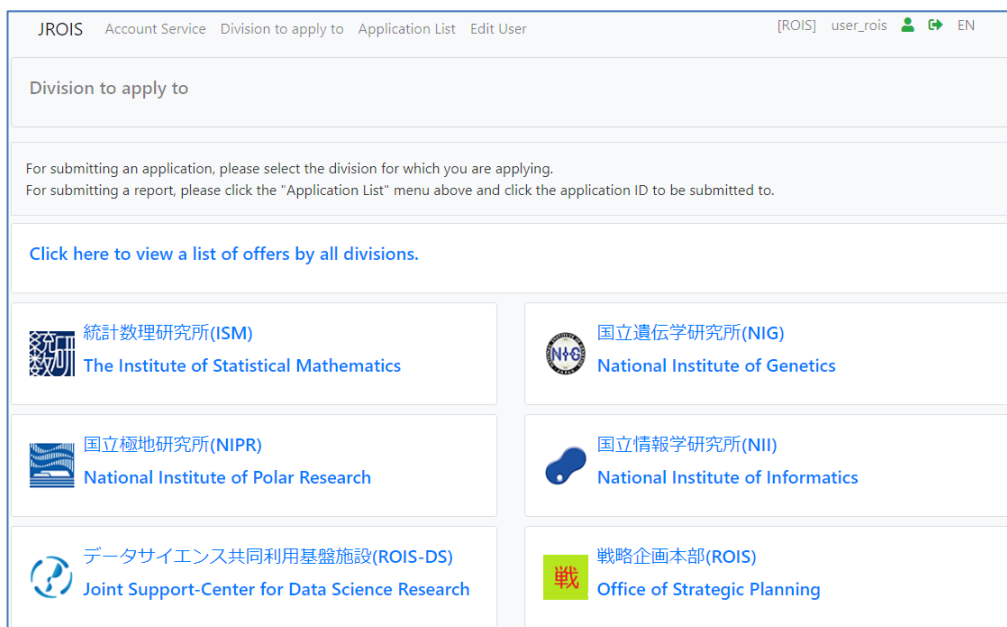
Apply

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.



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

Division to apply to

For submitting an application, please select the division for which you are applying.
For submitting a report, please click the "Application List" menu above and click the application ID to be submitted to.

[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

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

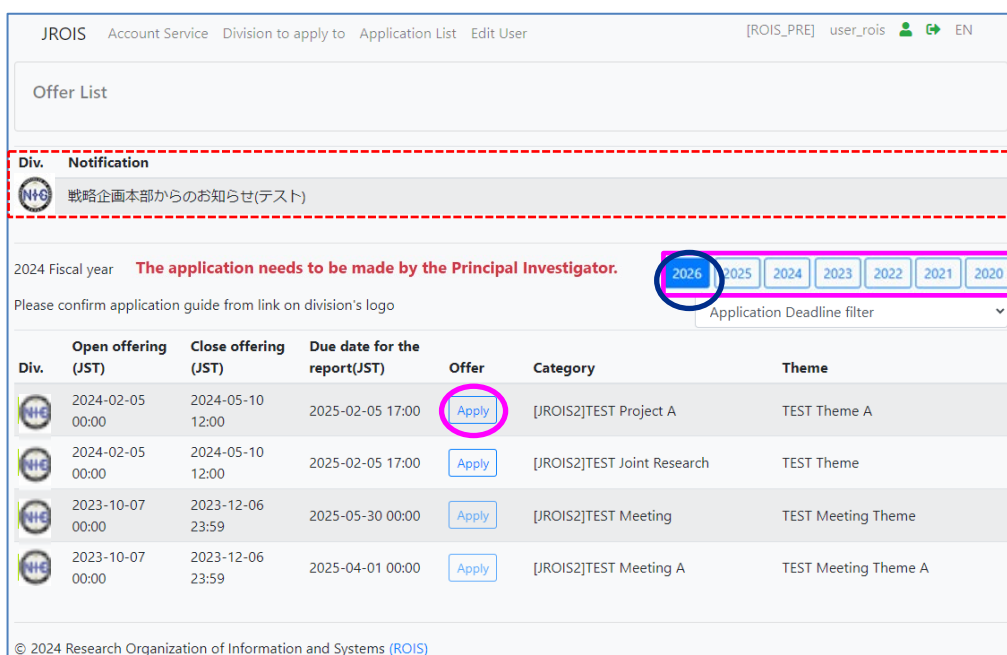
*At first, a list of offers in **the latest fiscal year** is displayed.

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.

***The application needs to be made by the Principal Investigator.**



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

Offer List

Div. Notification

 戦略企画本部からのお知らせ(テスト)

2024 Fiscal year **The application needs to be made by the Principal Investigator.** 2026 2025 2024 2023 2022 2021 2020

Please confirm application guide from link on division's logo

Application Deadline filter

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

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

Required

• Title : Research Title

• **Coordinator** : Clicking the blue button and selecting form 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>

Edit Application

2026 Fiscal year Inquiry (requests for remand / Contact on changes after Accept)

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

Application Section

[Application Due: Noon (12 PM JST) on Monday, Dec 1st, 2025]

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]

☐ I've checked the application attachments.

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

Click to delete this application

Coordinator Select **Select Coordinator**

Search by name... Belong to Filter

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

Click **[Save temp.]** 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

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

[*pdf Only]

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

②

JROIS

file path "C:\fakepath\~"

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

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.

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After uploading the files, it is not complete until you click on "Submit".

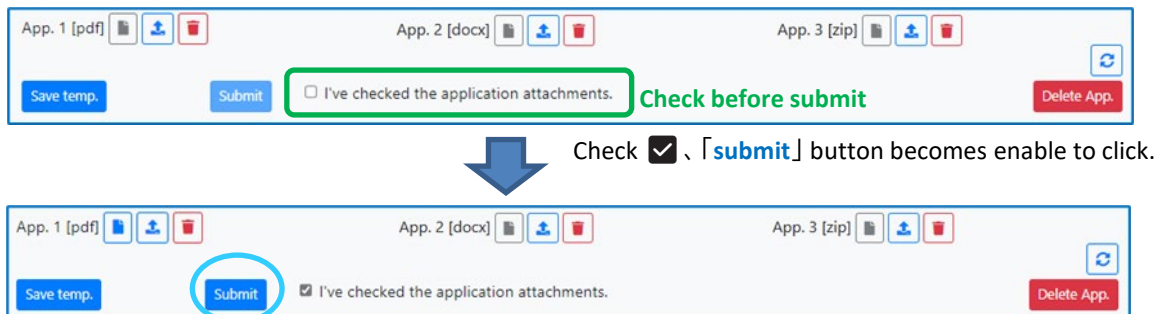
See the next page regarding "Submit".

Apply

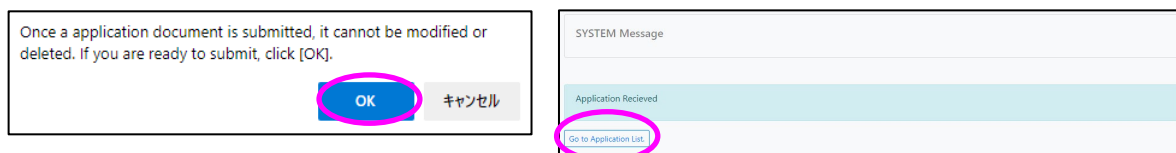
5. Submit

1. Check “ ☒ 「I've checked the application attachments.」

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



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).

< 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' is displayed in the top right-hand corner of the application editing screen. (*For details, see p. 11)

Edit Application									
2026 Fiscal year									
Division	Category	Theme	User	User ID	email	Organization	Division	Job	Inquiry
	[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.
- In rare cases, a 'TLD not found' message may be displayed in the 'Coordinator Email' section. This may be due to spaces or a different character code, etc. Please try entering your email address in a text editor such as Notepad and copy and paste.

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

Notice from System Administrator If there is any information from the system administrator, it will be displayed here.
■2025.7.29通知■ 2025.8.25(月) 12:00-14:00 システム改修を実施予定です。改修中は利用を控えていただくようお願いいたします。The system will be updated on Monday, August 25, 2025, from 12:00 to 14:00. Please refrain from using the system during the update.

2026 2025 2024 2023 2022 2021 2020 Click to sort. (ascending/ descending toggle button) Total 26

☐ Application List(Coordinator)

Application Division ID	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

2024 2023 Total 8

☐ Application List(Coordinator)

If the check box is not checked, the list of applications in which the logged-in user (in the left diagram, the logged-in user is ‘user_rois’) is the applicant (researcher representative) will be displayed.

Application Division	ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
JROIS	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				
JROIS	20220	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
JROIS	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	20221	[JROIS2]TEST Meeting	TEST Meeting Theme	テスト課題	user_rois	機構太郎	Saved				
JROIS	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			
JROIS	20192	[JROIS2]TEST Project	TEST Theme	テスト課題A	user_rois	機構花子	Submit_report				
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			
JROIS	20222	[JROIS2]TEST Joint Research	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

2024 2023 2022 2019 Total 3

☒ Application List(Coordinator)

Application Division	ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
JROIS	20223	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題01	user_sp	user_rois	Submit				
JROIS	20220	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
JROIS	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			

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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

Once the application is received, the Review proceeds.

Once the review is complete, you will receive an email from the office staff via BCC informing you that the review is complete.

After receiving the notification email, log in JROIS2.

Immediately after logging in, you will be taken to the 'Division to apply' screen, click on the 'Application List' menu at the top of the screen.

In the 'Application List', check the 'Status' of the application ID for which you want to check the review result (Accept/Reject). Click on the Application ID and check the Offer Code, Rating, Allocation expenses, etc.

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
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	[Icon]	[Icon]	[Icon]
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	[Icon]	[Icon]	[Icon]
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		[Icon]	[Icon]	[Icon]

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:
End year:

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

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

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. [Icon] [Icon] [Icon]
Rep. form. [Icon] [Icon] [Icon]
Office [Icon] [Icon] [Icon]

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 JROIS2 interface with the 'Application List' menu highlighted. Below the menu, a list of applications is displayed. The application with ID '20170' is highlighted, showing details such as 'JROIS2]TEST Meeting', 'TEST Meeting Theme', and 'テスト課題 A_02/Test subject A_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' with a note: 'Please submit the report after the date of receipt of the report.' Below this is a survey of research activities with input fields for various categories. At the bottom, there is a section for uploading report files, including a 'Submit' button and a checkbox for checking report attachments. A red box highlights the report submission period: 'Report submission period is from 2024-01-05 00:00 to 2025-02-05 17:00.'

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

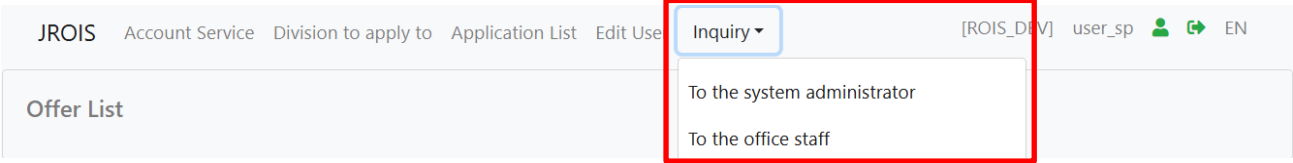
After uploading the report files, be sure to check the checkbox and click “**Submit**” button. (Checking the checkbox activates the “Submit” button.)

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

If you do not receive an email after submission, please inquiry the office.

<Via the "Inquiry" tab in the menu at the top of the screen>

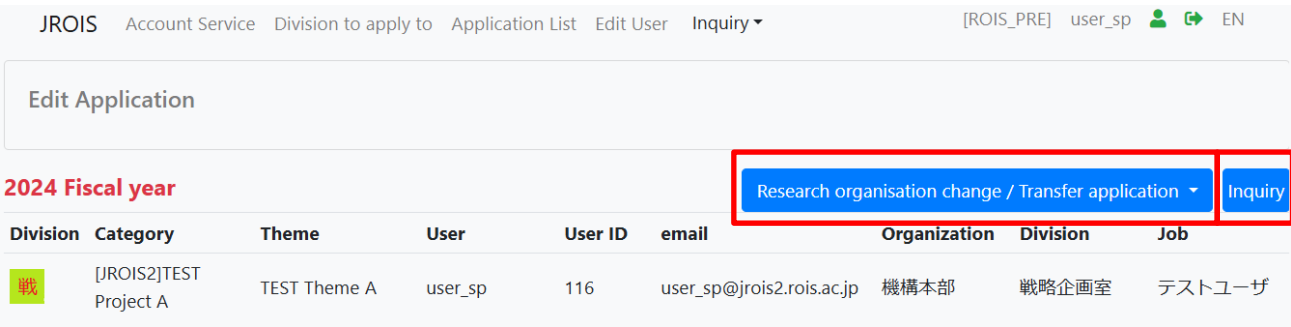
- [To the system administrator] Problems with user registration or changing user information. - refer to 11.
- [To the offer staff] For inquiries about public offers or questions related to multiple applications. - refer to 12.



<Via the button on the "Edit Application" screen>

1. "Inquiry" - refer to P12
- To request a remand by applicant, etc, click the "Inquiry" button.
The dropdown menu items differ depending on the offer division.

2. "Research organization change/transfer application"- refer to P13
- To apply for the addition/deletion/transfer of co-researchers and for the transfer of the Principal Investigator, click the "Research organization change/transfer application" button.



Inquiry

1. Inquiry to the system administrator

To contact the system administrator about a problems with 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.)

Click on 'Inquiry' tab Select
⇒ 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)

Inquiry Form

(To the system administrator *after login)

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

Inquiry

2-1. Inquiry to office staff (Via the “Edit Application”)

To contact on changes after ‘Accept’ or to request a remand after ‘Submit’ an application, click on ‘**Inquiry**’ 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. ‘Edit Application’ (Click on the application ID of the application you wish to enquire about in the ‘Application List’ to open it.)

Edit Application

2024 Fiscal year

Division	Category	Theme	User	User ID	email	Organization	Division	Job
戦	[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)

Required

2-2. Inquiry to office staff (Via the “Offer List”)

If you have any questions about the public offers or multiple applications, please **"To the office staff"** via the **"Inquiry"** menu at the top of the screen. This item will be displayed after you select an division in **"Division to Apply To"**.

JROIS
Account Service
Division to apply to
Application List
Edit User
Inquiry
[ROIS_DEV]
user_sp
EN

Offer List

To the system administrator
To the office staff

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

Office of Strategic Planning

Application ID

20013

helpdesk.inquiry_kadai_cd

helpdesk.inquiry_title

申請テスト①

*Subject

Please select

*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.

- 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**.

Application for addition/deletion/transfer of co-researchers, application for transfer of principal investigator

Please select the application type from the "[Research organization change/Transfer application](#)" button in the upper right corner of the "**Edit Application**" screen.

*This button will only be displayed after your application is accepted.

*This function will not be available if it is disabled by the offer division.

Edit Application

Edit Application					
2024 Fiscal year					
Division	Category	Theme	User	User ID	email
	[JROIS2]TEST Project A	TEST Theme A	user_sp	116	user_sp@j

Research organisation change / Transfer application ▾

Application for additional co-researchers
Application for deletion of co-researcher
Application for transfer of co-researcher
Application for transfer of principal investigator

Inquiry

Application for additional co-researchers

Application for additional co-researchers

*:Required

Division
Office of Strategic Planning

Application ID
24

Offer Code

Title of Research Project
20241129test

Type
Application for additional co-researchers

*Desired Application Date for This Application
年/月/日

Please enter the details of the co-researcher you are adding.

1

Name

Organization

Division

Job title

Email

Gender

Age

*Reason for change

2

Name

Organization

Division

Job title

Email

Gender

Age

*Reason for change

3

Name

Organization

Division

Job title

Email

Gender

Age

*Reason for change

4

Name

Organization

Division

Job title

Email

Gender

Age

*Reason for change

5

Name

Organization

Division

Job title

Email

Gender

Age

*Reason for change

6

Name

Organization

Division

Job title

Email

Gender

Age

*Reason for change

Send

If you do not receive a confirmation email within one hour, please check your email address and re-apply. Please also check your spam box to be sure.

A maximum of 10 applications can be submitted at any one time. If you have more than 10, please submit multiple applications.

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	Revised due to system improvement in February 2024 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.
4.0	2024.9.13	Revised due to system improvement in September 2024. 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
4.1	2024.09.24	P4 Image changes due to deleting Email address and column name changes (Division ⇒ Belong to) on the Coordinator Selection screen.
5.0	2025.01.29	P3 Added note 'The application needs to be made by the Principal Investigator.' P5,11 Corrected the name of the "Inquiry" button P10 Additional explanation of inquiry reception. P12 Delete the description regarding changes after acceptance and Revise the subject example P13 Added new function for Research organization change/Transfer application
5.1	2025.02.26	P13 Deleted mention of nationality.
6.0	2025.8.25	P4 Added expandable input field for "Coordinator Division" P6 Added a "Notice from System Administrator" section to the Application List P10,12 Added an inquiry feature titled "To the office staff" in the Offer List