

# 1. Application Guide

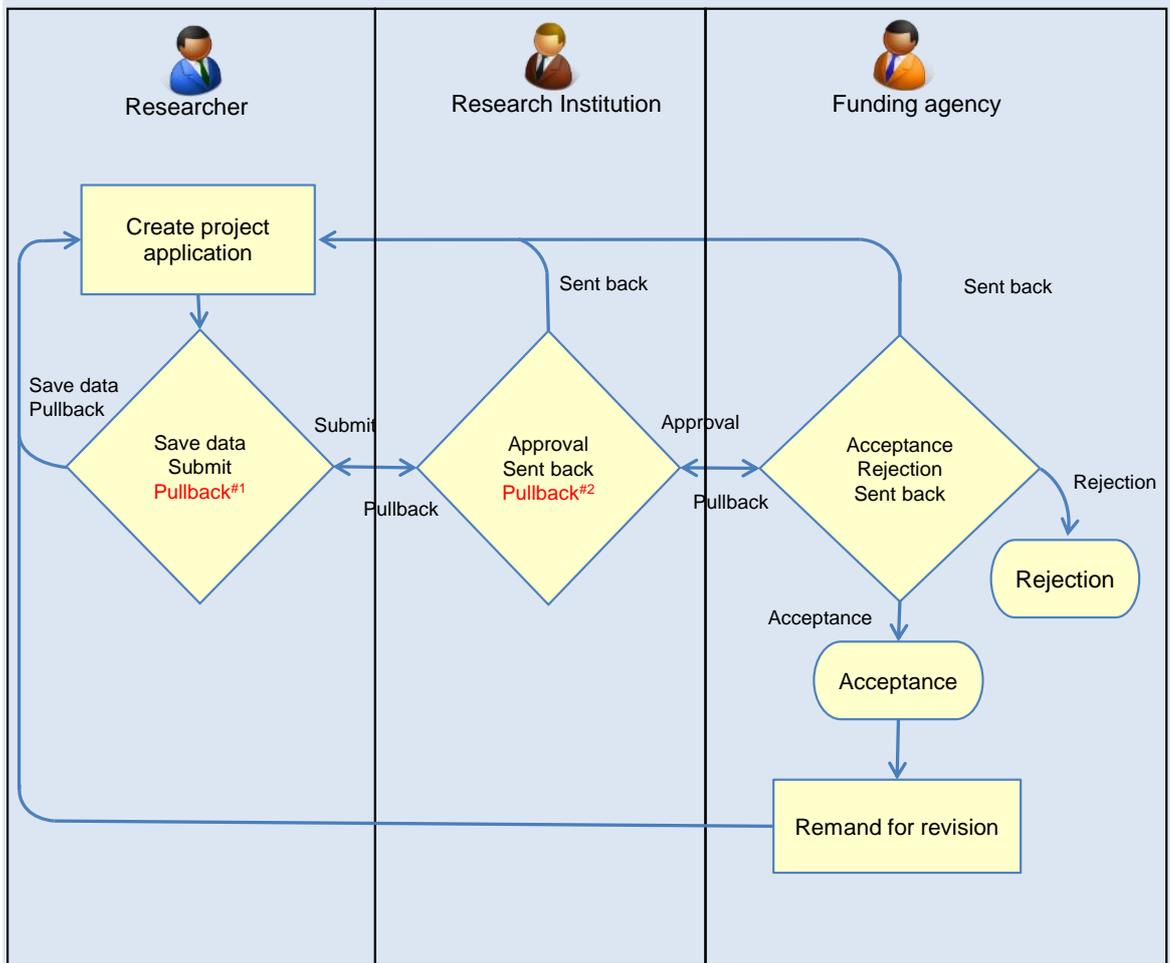
## About Applications

This guide explains how to enter and submit application details (details on research summaries, research expenses, project member details, etc.) in response to a published call for applications.

## Application Process

Funding agency can set whether approval from researchers' affiliated institution is required when submitting a project application. If approval is required, your request will only be submitted to the Funding agency that posted the call for applications if your research institution grants approval.

### If approval from your research institution is required



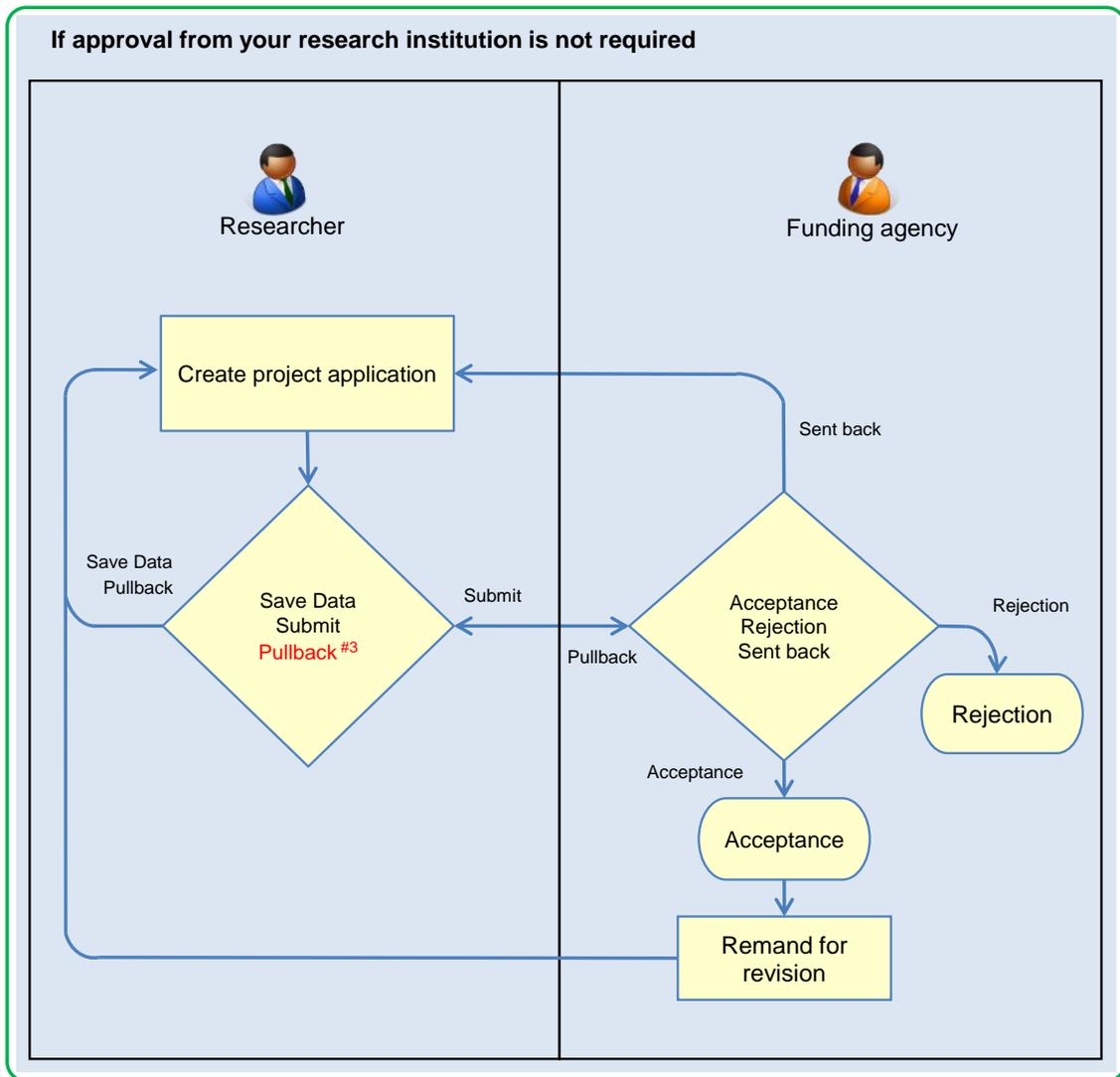
#1 You can pull back until approved by Research Institution.

However, you can not pull back after the deadline(except for submission of project applications sent back or remanded for revision by Funding agency.)

#2 You can pull back until accepted by Funding agency.

However, you can not pull back after the deadline (except for submission of project applications sent

back or remanded for revision by Funding agency.)



#3 You can pull back until accepted by Funding agency.

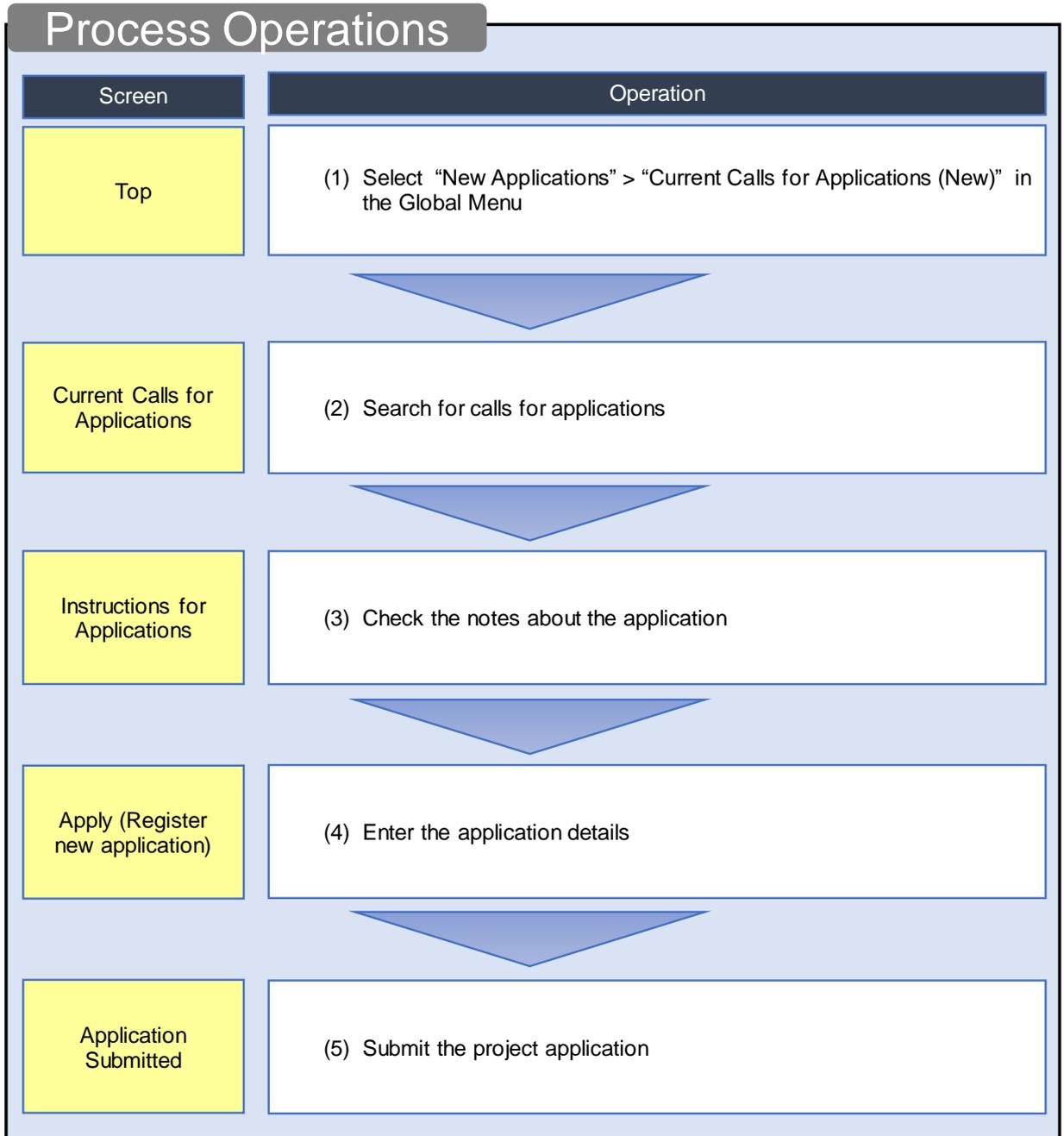
However, you can not pull back after the deadline(except for submission of project applications sent back or remanded for revision by Funding agency.)

## Basic Operations

- Create a project application  
Create a new project application to apply to a published call for applications.  
→“[1.1 Creating a Project Application](#)“
- Resume saved input  
After creating a new project application, you can save the input details and resume input later.  
→“[1.2 Resuming saved input](#)“
- Check application details  
After submitting a project application, you can check application details.  
→“[1.3 Checking application details](#)“
- Resubmit a project application  
You can resubmit a project sent back by research institution, Funding agency or a pulled back project or a project requested for revision by Funding agency.  
→“[1.4 Resubmitting a Project Application](#)“
- Pull back a project application  
You can pull back a project application submitted by research agency or Funding agency under certain conditions.  
→“[1.5 Pull back a Project Application](#)“
- Withdraw a project application  
You can withdraw a project application accepted by Funding agency under certain conditions.  
→“[1.6 Withdrawing a Project Application](#)“
- Delete a project application  
You can delete a created project application under certain conditions.  
→“[1.7 Delete a Project Application](#)“

# 1.1 Creating a Project Application

This section explains how to create a new project application for current calls for applications.



# Instructions

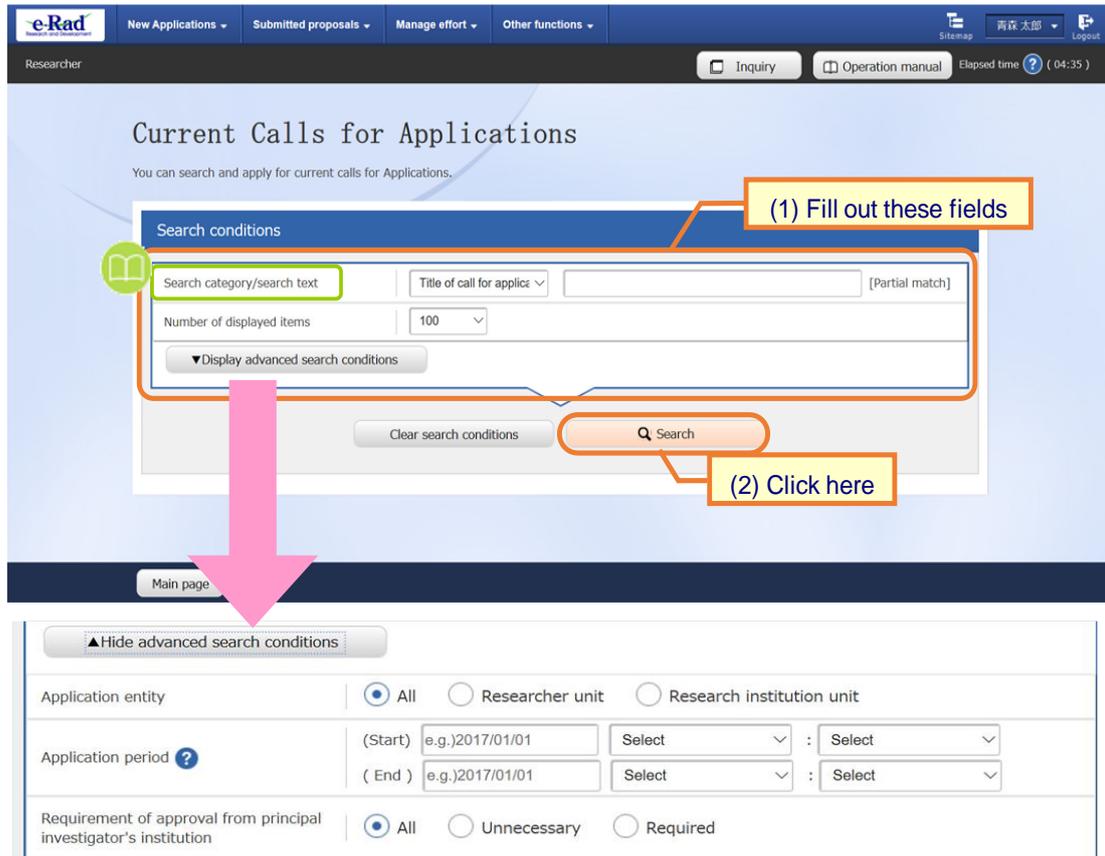
## (1) Selection in the Global Menu

The screenshot displays the e-Rad researcher interface. At the top, there is a navigation bar with the e-Rad logo and several menu items: "New Applications", "Submitted proposals", "Manage effort", and "Other functions". A dropdown menu is open under "New Applications", showing "Current Calls for Applications (New)" and "Resume input of saved information". A yellow callout box with the text "(1) Click here" points to the "Current Calls for Applications (New)" option. Below the navigation bar, the main content area features several tiles: "New applications" (with a plus icon), "Resume input of saved data" (with a refresh icon), "Modify effort" (with a pencil icon), and "Manage submitted proposals" (with a document icon). To the right, there are links for "Externally linked systems", including "KAKENHI Electronic Application System" and "researchmap". At the bottom, a notification box titled "Notification about uprocessed request" contains two items: "Application for correction" (with 4 items) and "Send back" (with 1 item), each with a link to confirm more details. The interface also includes a search bar, a language selector (日本語/English), and a user profile section with the name "青森 太郎" and a "Logout" button.

(1) Click "New Applications" > "Current Calls for Applications (New)" in the Global Menu on the top screen.

**(2) Search for calls for applications**

The [Current Calls for Applications] screen is displayed.



(1) Input search terms.

(2) Click the "Search" button.

- Clicking "Search" without entering search terms displays all current calls for applications.
- To filter your search by more advanced terms, click the "Display advanced search conditions" button to display the advanced settings.

Note

Search category / search text

- If "All" is selected as a search category, all current calls for applications are searched with search text.
- If you want to search by specifying a search item, select the search category.

Search category/search text	<div style="background-color: #e0e0e0; padding: 2px;">All</div> <div style="padding: 2px;">Ministry</div> <div style="padding: 2px;">Funding agency name</div> <div style="padding: 2px;">System name</div> <div style="padding: 2px;">Project name</div> <div style="padding: 2px;">Year</div> <div style="padding: 2px;">Title of call for application</div> <div style="padding: 2px;">Field name</div> <div style="padding: 2px;">Keyword</div> <div style="padding: 2px;">Application abstract</div> <div style="padding: 2px;">Application subject</div>
Number of displayed items	
<a href="#">▲Hide advanced search conditions</a>	
Application entity	
Application period ?	(Start) e.g.)2017/01/01 : Select
	(End) e.g.)2017/01/01 : Select

The search results are displayed.

Current Calls for Applications

- Click the "title of call for Application" link for details.
- Click the "Apply" button to apply for the call of Application.

1 to 3 items (total 3 items)

Application year (fiscal year)	Funding agency	Title of call for Application	Application unit	Requirement of institution's approval	Deadline	Deadline within your institution	Application
2024	Cabinet Office	TEXT TO BE TRANSLATED TO ENGLISH [NEW]	Researcher unit	Unnecessary	2025/08/21 00:00		Apply >
2024	Japan Agency for Medical Research and Development	TEXT TO BE TRANSLATED TO ENGLISH	Researcher unit	Required	2024/09/30 12:00		Apply >
2024	Japan Agency for Medical Research and Development	TEXT TO BE TRANSLATED TO ENGLISH	Research institution unit	-	2024/09/30 12:00		

1 to 3 items (total 3 items)

(3) Click the "Apply" button of call for application to be applied from a list of research results.

**Caution** Application unit / Requirement of institution's approval

- The "Apply" button is not displayed when application unit is the call for application of "Research institution unit".
- You can submit the application yourself only when the application unit is "Researcher unit". If the application unit is "Research institution unit", consult the administrative manager at your affiliated institution to submit the application.
- Researchers who are not affiliated with a research institution cannot apply to calls for application in which "Approval from affiliated research institution" is an application requirement.

**Note**Title of call for Application

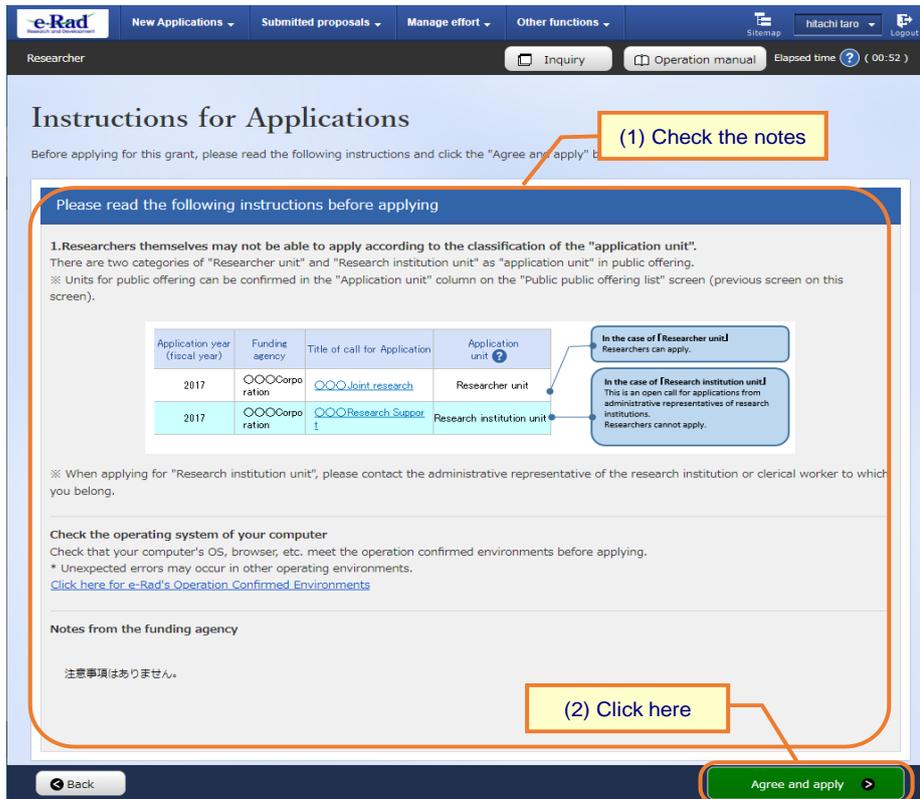
- Click the “Title of call for Application” link to display details on that call for applications in another window.

Basic information	
Funding agency	Tokyo Funding Agency
Application year(fiscal year)	2019
Title of call for Application	2020年度 e-rad
Research area	(Life Science) Plantnutritionandsoilscience
Keyword	
Research period (Year/Month/Day)	(minimum) 1 to (maximum) 3 years
Application period	2019/11/01 00:00 ~ 2019/12/31 00:00

[New] will be displayed next to the title of call for application within 5 days after calls for applications started.

**(3) Check the notes**

The [Instructions for Applications] screen is displayed.



(1) Check the notes. These show the operating system environment and any notes from the Funding agency that posted the call for applications.

(2) Click the "Agree and apply" button.

 **Note**     Project applications already exists

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- The following message is displayed when you attempt to submit a call for application and you have already created a project application.

**Instructions for Applications**

Before applying for this grant, please read the following instructions and click the "Agree and apply" button.

Application already exists.

You are already registered as a principal investigator or a co-investigator in the project proposal for this grant. To continue editing the draft of a proposal or confirm a proposal that has been submitted, click the link below to go to the [List of Project Proposals] screen.

[Click here for the Project Proposals screen](#)

Click "Click here for the Project Proposals screen" to check project applications.

**(4) Enter your application details**

The [Apply (Resister new application)] screen is displayed.

If the project title field, the research purpose field, or the other field includes a prohibited character such as a circled number ((1), (2), (3)), an error occurs. Replace any prohibited characters with valid characters.

The screenshot shows the 'Apply (Register new application)' page. At the top, there is a yellow warning box about security export control. Below it, the form is divided into several sections:

- Application Year/Title of call for Application:** FY 2024 / 平成35年度 研究費助成事業
- Project ID/Project title:** A text field with a 'Required' label and a character count indicator 'Within 100 characters'. Callout (1) points to this field.
- Publish to Funding agency:** Radio buttons for 'Open' and 'NotOpen'.
- Basic information:** A tabbed interface with three tabs: 'Basic information', 'Research calls/Project members', and 'Status of applications and approved projects'. Callout (2) points to the 'Basic information' tab.
- Basic information section:**
  - Research period: Start year to end year.
  - Research field (main): Includes 'Research contents' with a search button and 'Keyword' with an 'Add line' button.
  - Enter research field (secondary): Includes a 'Purpose of research' text area and a table for uploading files.
  - Abstract: A text area for the abstract.
- Security Export Control:** A section with text and a question: 'Whether there is a plan to export list-controlled goods or provide technology'. Radio buttons for 'Yes' and 'No' are present.
- Basic information - Application documents:** A table for uploading application details files. Callout (3) points to the 'Add line' button.
- Footer:** A navigation bar with buttons for 'Back', 'Copy previous project', 'Save', 'Preview project proposal', and 'Apply'. Callout (4) points to the 'Apply' button.

- (1) Fill out the "Project ID/Project title" field and set "Publish to Funding agency".
- (2) Select each tab [Basic information] to [Research achievements] and input the required information.  
In addition, the displayed tabs and input items differ depending on the call for application.
- (3) if you want to save temporarily, click the "Save" button.
- (4) After filling out all of the tabs, click the "Apply" button.
  - If a required item is not filled in or there is an error in the input content, an error will be displayed after clicking.  
Modify the marked items and click the "Apply" button again.



Note

Security Export Control

If settings are made as shown below, "Security Export Control" is displayed. If not, it is not displayed.

- The relevant call for applications is subject to the requirements of Security Export Control.
- The security management system of the affiliated research institution is classified as "Not yet developed" or "Currently being developed."



Note

Basic information - Application documents

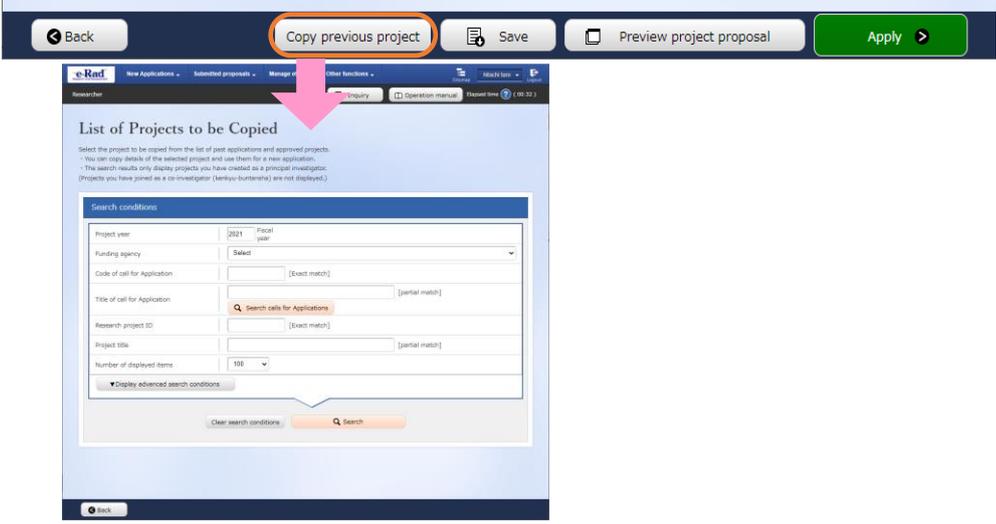
Depending on the settings for the call for applications, "Basic information - Application documents" might not be displayed.



Note

Copy previous project

- You can click the "Copy previous project" button to copy project details you have submitted in a previous application and use the part of them in your new application. Select the project details to be copied on the "List of Projects to be Copied" screen.



**Note**Preview project proposal

- Click the “Preview project proposal” button to output the proposal that reflects your input details as a PDF. The PDF will take one of the following forms depending on the settings configured by the Funding agency in the call for applications.
    - PDF file that contains all input application details and all information from the uploaded files
    - PDF file that does not contain the input application details but contains information from the uploaded files
- “Input application details” refers to information entered in the text boxes, the text areas, and the other fields on the screen. The uploaded files include the research purpose file and the application details file.

**Caution**Submit project applications

- For researchers, the "Apply" button is not displayed.

**[Basic information] tab**

- (1) Enter the basic information about the project applications, such as the research period and research purpose.

If the research purpose field or the other field includes a prohibited character such as a circled number, an error occurs. Replace any prohibited characters with valid characters.

Even though the research purpose and the research summary are not indicated as required fields, you must enter information in the text area or attach a file. If you do not enter information or attach a file, an error occurs.

**[Research costs/Project members] tab**

**Apply (Register new application)**

Enter application details.  
The input screen is divided into tabs. Click each tab to display the corresponding input fields.  
\*Complete all fields required in each tab and click "Register".

You can refer to and obtain the application proposal file (PDF) to be submitted by clicking the "Preview application content proposal" button. If you want to refer to and obtain the application proposal file (PDF) after submission, select the target application from the menu "Submitted Assignments> Assignment List".

Application Year./Title of call for Application: FY 2021 / New application1

Project ID./Project title:  Within 100 characters

Publish to Funding agency:  Open  NotOpen

Basic information | **Research costs/Project** | Entries specific to the program | Status of applications and approved projects | Research achievements

**Research costs**

Input costs for each fiscal year.  
Fill out "2. Breakdown for each fiscal year" with checking "1. Maximum and minimum for each cost item".

**1. Maximum and minimum for each cost item**

	Maximum	Minimum
Direct costs	(Not set)	(Not set)

**2. Cost breakdown for each fiscal year**

Major items	FY 2021	Total
Direct costs	<input type="text"/> ,000 yen	0 円
Total	0 yen	0 円

Expense breakdown file:  [pdf] 10MB

**Project members**

**1. Total of input amount (first fiscal year)**

	Cost breakdown for first fiscal year	Total amount for each researcher	Difference
Direct costs	0 yen	0 yen	0 yen

**2. Input details of project members**

Input the members of the project and the research costs for each member for the first fiscal year. The research costs are reflected in the "Total amount for each researcher" in the top table.

Search researchers	Name	Position / class	Role in this project	Direct costs	Viewing / editing authors	Delete	Transfer
<input type="text"/> yen	<input type="text"/>	<input type="button" value="Delete"/>	<input type="button" value="Transfer"/>				

**Project members**

Enter message for project members

Principal Investigator Name: (Name in Japanese katakana) (Surname) (first name)  
(Name) (Surname)Nagata (first name)Junji

Affiliated research institute: THE UNIVERSITY OF TOKYO

Address: 〒113-8651 文京区入船7-3-1

Phone number: \*\*\*\*\* | Fax number: |

E-mail address 1: erad-workmail01@text-work@workmail.nw.k.u-tokyo.ac.jp

E-mail address 2: |

Department name: 工学部

Position: 助教

Buttons: Back, Copy previous project, Save, Preview project proposal, Apply

(1) Enter the research costs for each year.

Entry fields are displayed for the fiscal years matching the period specified for "Research period - start year to end year" on the "Basic information" tab.

For example, if the specified period is from FY 2020 to FY 2021, fields for FY 2020 and FY 2021 are displayed.

In addition, check the amount in the total column is within the range of "1.Maximum and minimum for each cost item".

Instead of entering amounts in the fields, you can attach a cost breakdown file if the funding agency has enabled file attachments.

- (2) If there are members (researchers) participating in the project, click the "Add line" link to add them, and enter the first year's research expenses for the research representative and researcher. Also, the total amount of research expenses entered into the research representative and the research supervisor must match the amount entered in the first year of "2. Cost breakdown for each fiscal year".

(Example)the direct costs for first year 100,000yen, indirect costs 50,000 yen

Research representative: direct costs 60,000 yen, indirect costs 30,000 yen

Research sharer: direct costs 40,000 yen, indirect costs 20,000 yen

- (3) Make sure that the difference column is 0 yen.

Cost breakdown for first fiscal year: The cost entered in "2.Cost breakdown for each fiscal year".

Total amount for each researcher: This is the total amount of the research costs entered in "2.Input details of project members" by research representative and research sharer.

difference:(Cost breakdown for first fiscal year) – (Total amount for each researcher)

- (4) For researchers who do not belong to any research agency, enter the name of the person in charge of accounting.



#### Note

#### Viewing / Editing Authority

- When adding research members(research sharer) in the registration of research organization information, you can set viewing / editing / none authority for the research sharer.

Editor : Can't submit it, but can modify saved project application.

Viewer : Can't edit it, but can view before submitting.

None : Can't modify it and can't edit or view until it submitted.

**[Entries specific to the program] tab**

The "Entries specific to the program" is an input item set by Funding agency. Follow the screen instructions.

**Note**Entries specific to the program

- Entries specific to the program require different input items and input methods depending on the call for applications. If you are unsure about how to input the details, contact the Funding agency that published the call for applications.

**[Status of applications and approved projects] tab**

This tab displays the application status (the cost of the research for which an application is submitted) of the researchers who conduct the research. The tab also displays the adoption status (the cost of the research to be approved). The displayed adoption status indicates the status of the project for the current fiscal year.

The tab also displays information about the cost and the achievements of the research accepted during the years specified by the funding agency. If there is unnecessary information, select the "Delete" check box.

**Note**Status of applications and approved projects

- This tab displays the application status (the cost of the research for which an application is submitted) of the researchers who conduct the research. The tab also displays the adoption status (the cost of the research to be approved). The displayed adoption status indicates the status of the project for the current fiscal year.  
The tab also displays information about the cost and the achievements of the research accepted during the years specified by the funding agency. If there is unnecessary information, select the "Delete" check box.

**[Research achievements]tab**

The screenshot shows the 'Apply (Register new application)' page on the e-Rad system. The 'Research achievements' tab is selected and highlighted with a green box. The form includes sections for 'Retrieve data of research achievements from researchmap' and 'Import achievements from CSV file'. A callout box with the text '(1) Fill out these fields' points to the 'Add line' link in the 'Enter research achievements' section. The 'Add line' link is also circled in red. Below the 'Add line' link is a text area for entering research achievements, with a note that 2000 characters or less are allowed.

(1) Click the "Add line" link and enter information about the research papers, conference presentations, books, and intellectual property rights of the researchers who will conduct the research, as well as information specified by the funding agency about the achievements.

The latter is information determined by the funding agency when the agency registered information about the call for applications. This information will be displayed on the application screen for researchers.



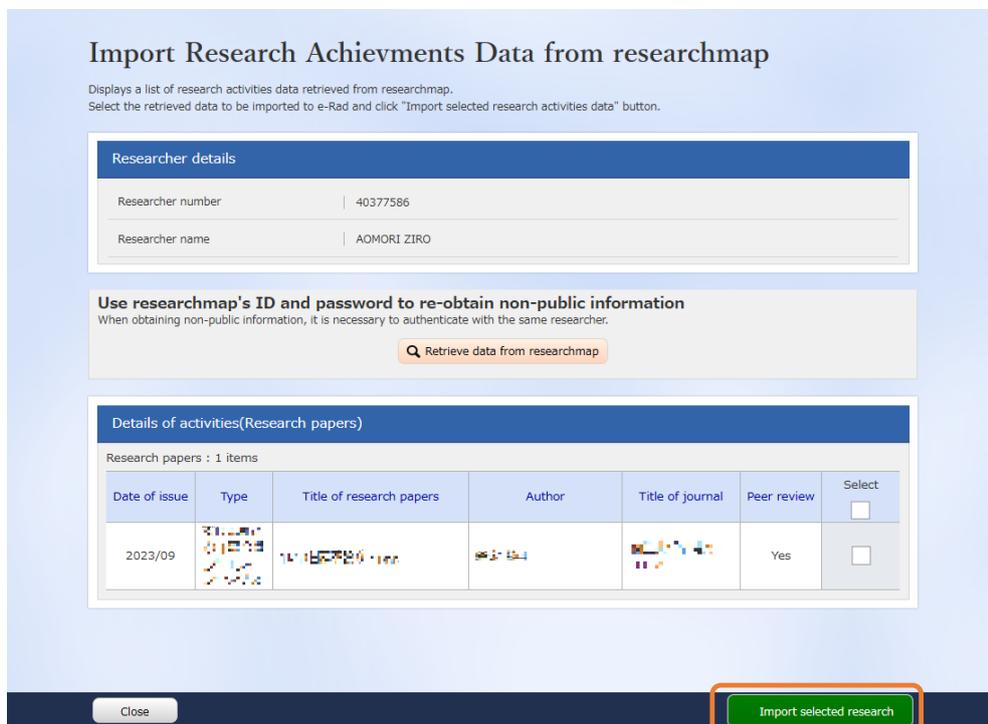
**Note**

**How to obtain research achievements**

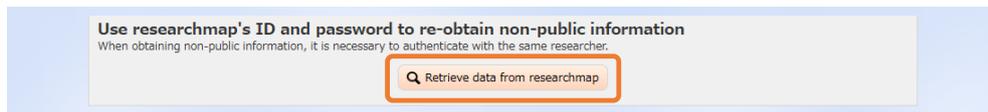
- To obtain research achievements, select a researcher name from the drop-down list. After selecting a researcher name, click the “Retrieve data from” button.



The [Import Research Achievements Data from researchmap] screen is displayed. Select a research activity, and then click the “Import selected research” button.



- To obtain research achievements including non-public information, click the “Retrieve data from researchmap” button on the [Import Research Achievements Data from researchmap] screen.



When the researchmap login screen is displayed, enter the researchmap ID and password of the researcher whose research achievements you want to import for authentication. If authentication is successful, non-public information will be added to the list of research achievements on the [Import Research Achievements Data from researchmap] screen. In addition, for research achievements of researchers other than the specified individual, only public information will be displayed.



Note

## Research achievements

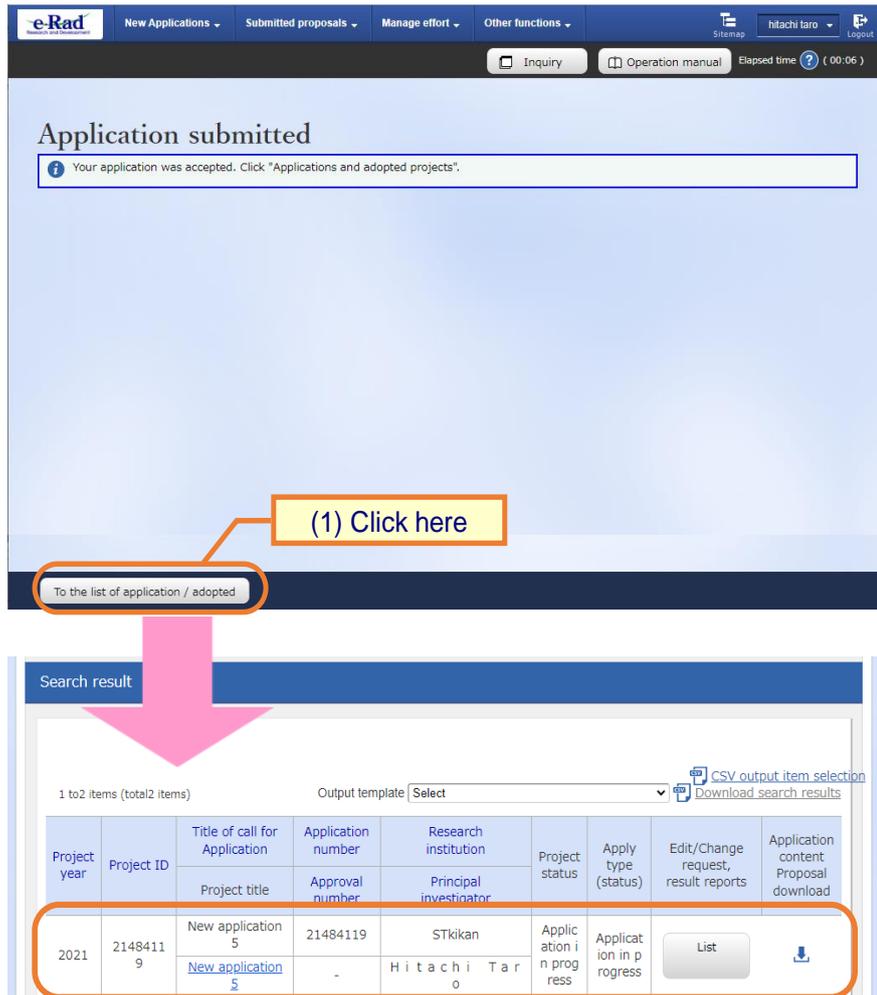
- Research achievements can be got from CSV files. To get research achievements, select CSV file and click the “Import” button.

The CSV file to be referenced must be a file output by the CSV editing tool.

The CSV editing tool can be downloaded from the “download” link.

**(5) Submit the application**

The [Application Submitted] screen is displayed.



(1) Click "To the list of application / adopted" to check the project status and Apply type(status) of your project application.

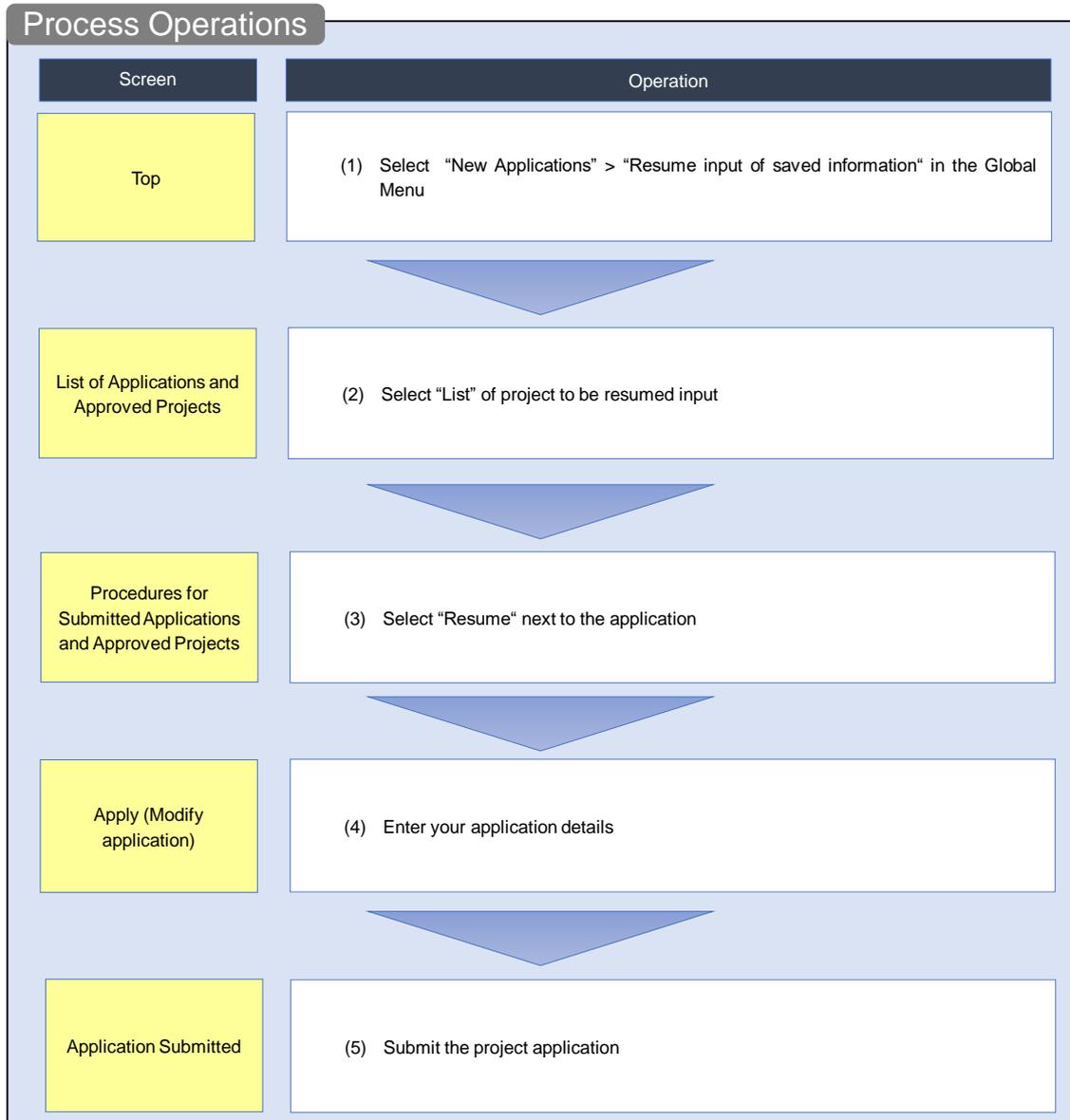
If the project status of the project application is "Application in progress " and Apply type(status) is "Request in progress", the application procedure is complete.

- If approval from your research institution is not required  
Your project application is submitted to the Funding agency immediately and the project status is "Application in progress " and Apply type(status) is "Request in progress".
- If approval from your research institution is required  
Your project application is first submitted to your research institution and the project status is "Application in progress " and Apply type(status) is "Request in progress". The administrative manager at your research institution must approve the application by the application deadline set by the Funding agency.  
After your application is approved by the administrative manager, it is submitted to the Funding agency and the project status is "Application in progress " and Apply type(status) is "Request in progress".

This explains the procedure for creating a new application.

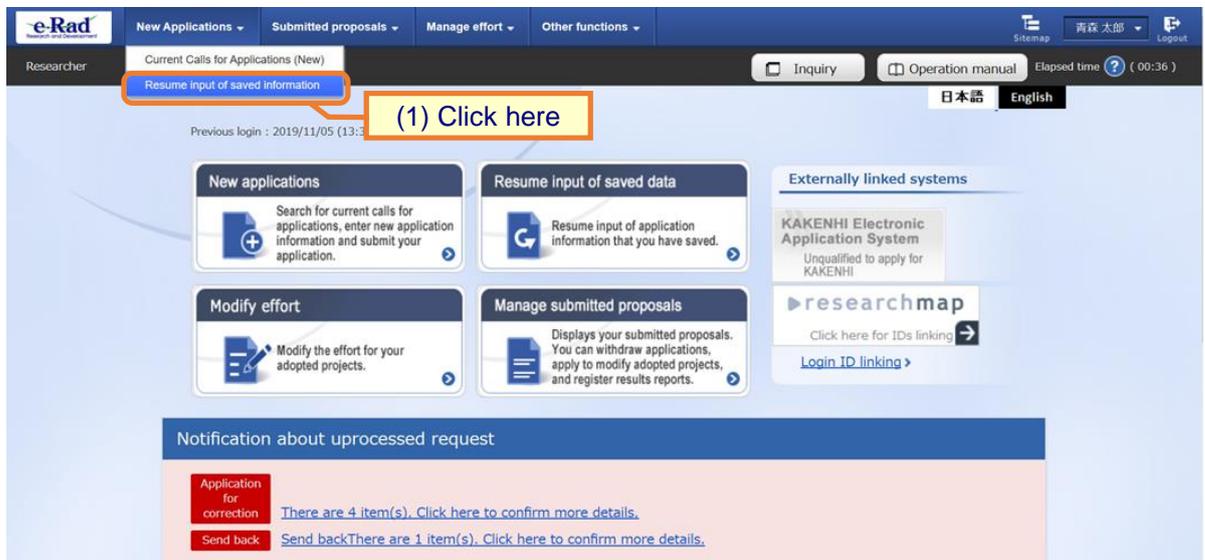
## 1.2 Resuming saved input

This section explains how to resume input in a saved application.



## Instructions

### (1) Selection in the Global Menu



(1) Click "New Applications" > "Resume input of saved information" in the Global Menu on the top screen.

**(2) Search for your project**

The [List of Applications and Approved Projects(Reopen Saved Data)] screen is displayed.

The screenshot shows the e-Rad web application interface. At the top, there is a navigation bar with the e-Rad logo and several menu items: New Applications, Submitted proposals, Manage effort, and Other functions. The user is logged in as 'hitachi taro'. Below the navigation bar, there is a header section titled 'List of Applications and Approved Projects (Reopen Saved Data)'. This section includes a brief description of the page's purpose and a list of actions that can be performed: Correct applications, Request to change the approved projects, Request to withdraw, hold or cancel the approved projects, and Register result reports.

The main content area displays a 'Search result' table. The table has the following columns: Project year, Project ID, Title of call for Application, Application number, Research institution, Project status, Apply type (status), Edit/Change request, result reports, and Application content Proposal download. The table contains two rows of data:

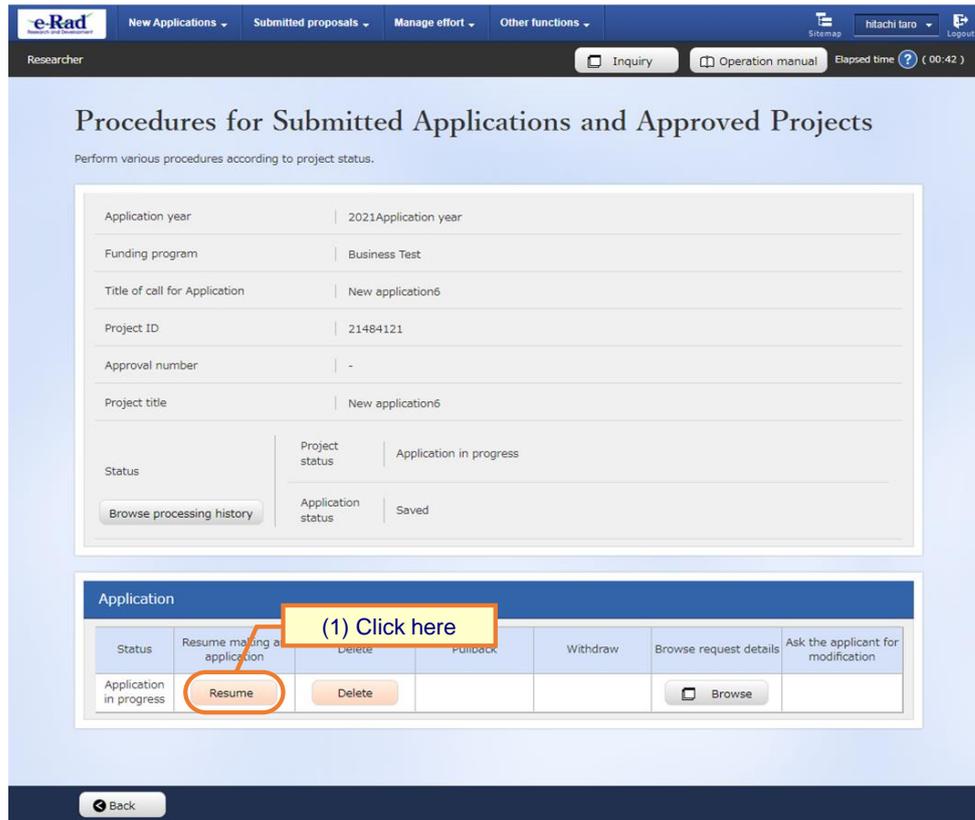
Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
2021	21484118	test application 2 <a href="#">New application 2</a>	21484118 -	STkikan Hitachi Tar	Application in progress	Saved	List	Download
2021	21484121	New application 6 <a href="#">New application 6</a>	21484121 -	STkikan Hitachi Tar	Application in progress	Saved	List	Download

An orange callout box with the text '(1) Click here' points to the 'List' button in the second row of the table. The interface also includes a 'Main page' button at the bottom left and various utility links like 'CSV output item selection' and 'Download search results'.

(1) Click the "List" button of the project that you want to resume input.

**(3) Select "Resume" next to the application**

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

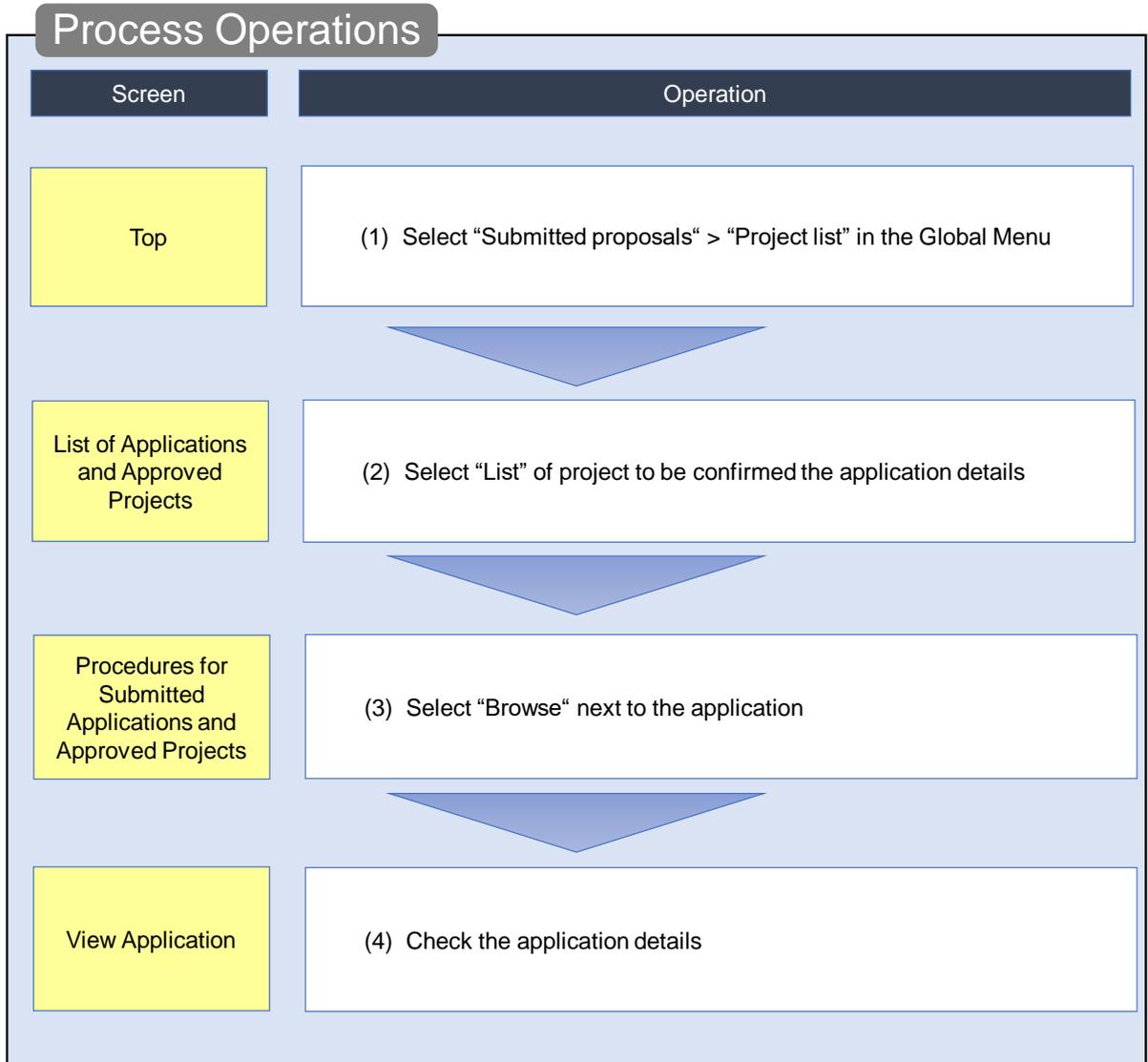


(1) Click the "Resume" button next to the application.

The later steps refer to "1.1 Creating a Project Application (4) Enter your application details".

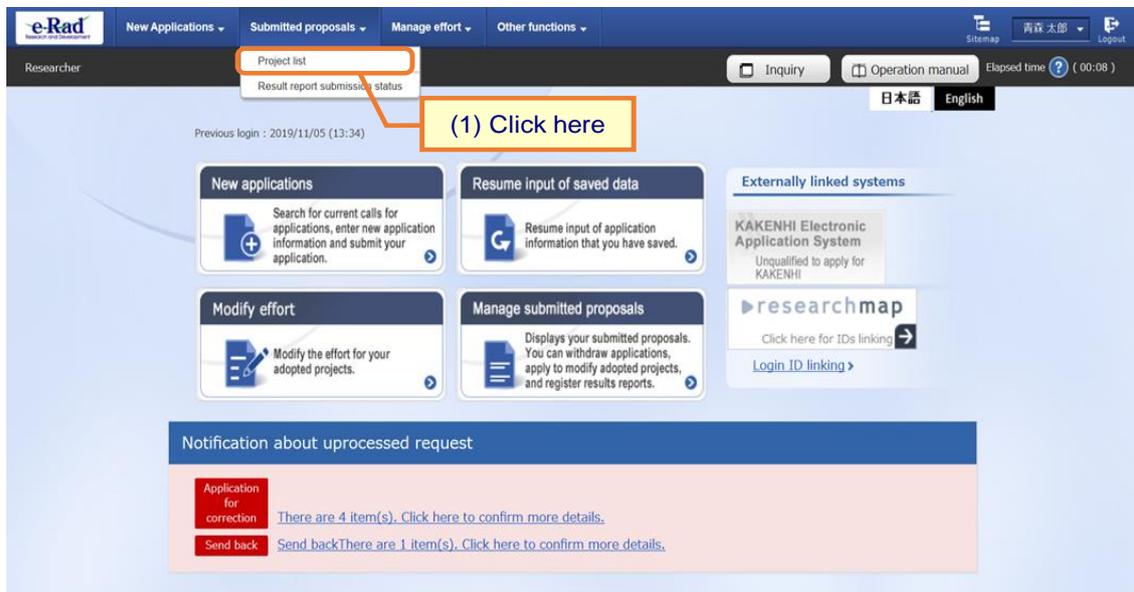
## 1.3 Checking application details

This section explains how to check the application details after submitting the project application.



## Instructions

### (1) Selection in the Global Menu



(1) Click "Submitted proposals" > "Project list" in the Global Menu in the top screen.

**(2) Search for your project**

The [List of Applications and Approved Projects] screen is displayed.

The screenshot shows the 'List of Applications and Approved Projects' search interface. At the top, a navigation bar includes 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. A user profile 'Researcher' is visible on the left, and 'Inquiry', 'Operation manual', and 'Elapsed time (00:02)' are on the right. A yellow warning box states: 'The following initial values are set in the search conditions to improve search performance. search object : Only Applications. Please review the search conditions as necessary.'

The main heading is 'List of Applications and Approved Projects', followed by a description: 'Displays a list of Applications and approved projects. You can carry out the following procedures.' The list includes: 'Correct applications', 'Request to change the approved projects', 'Request to withdraw, hold or cancel the approved projects', and 'Register result reports'.

The 'Search conditions' section contains the following fields and options:

- Funding System Code: [Text input] [Exact match]
- Funding system: [Text input] [Partial match] with a 'Search Funding System' button.
- Funding Program Code: [Text input] [Exact match]
- Funding program: [Text input] [Partial match] with a 'Search Funding Programs' button.
- Code of call for Application: [Text input] [Exact match]
- Title of call for Application: [Text input] [Partial match] with a 'Search Calls for Applications' button.
- Project ID: [Text input] [Exact match]
- Project title: [Text input] [Partial match]
- Application year: [Text input] FY
- Project year: [Text input] FY
- Category(ies) to be searched: Radio buttons for 'All', 'Only Applications' (selected), and 'Only Approved Projects'.
- Funding agency: [Dropdown menu] (Required)
- Number of displayed items: [Text input] 100 [Dropdown arrow]

Callout (1) 'Fill out these fields' points to the search condition input fields. Callout (2) 'Select category' points to the 'Only Applications' radio button. Callout (3) 'Click here' points to the 'Search' button. A pink arrow points from the 'Search' button to the 'Advanced search conditions' section below.

The 'Advanced search conditions' section includes:

- Application number: [Text input] [Exact match]
- Approval number: [Text input] [Exact match]
- Application entity: Radio buttons for 'All' (selected), 'Researcher unit', and 'Research institution unit'.
- Category of researcher's concurrent posts: Radio buttons for 'All' (selected), 'Principal investigator', and 'Co-investigator'. A checkbox for 'Exclude in case of principal investigator' is also present.
- Project status:
  - Application status (All select):
    - Application in progress
    - Application received
    - Not received
    - After registration of approved result
    - Approved
    - Not approved
    - Retracted
  - Approved status (All select):
    - Before registration of grant amount / contract amount
    - After registration of grant amount / contract amount
    - End of year
    - Published to CSTI
    - Discontinue project
    - Withdraw
    - Hold

At the bottom, there are 'Main page' and 'Import' buttons.

- (1) Input search terms.
- (2) Select "Only Applications".
- (3) Click the "Search" button.

To filter your search by more advanced terms, click the "Display advanced search conditions" button to display the advanced settings.

The search result is displayed.

Search result

1 to 1 items (total 1 items) Output template (4) Click here [CSV output item selection](#) [Download search results](#)

Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
		Project title	Approval number	Principal investigator				
2021	21484119	New application 5 <a href="#">New application 5</a>	21484119	STkikan Hitachi Tar o	Application in progress	Application in progress	List	

1 to 1 items (total 1 items) Output template [CSV output item selection](#) [Download search results](#)

- (4) Click the "List" button next to the project for which you want to check the details.

**Note** Apply type(status)

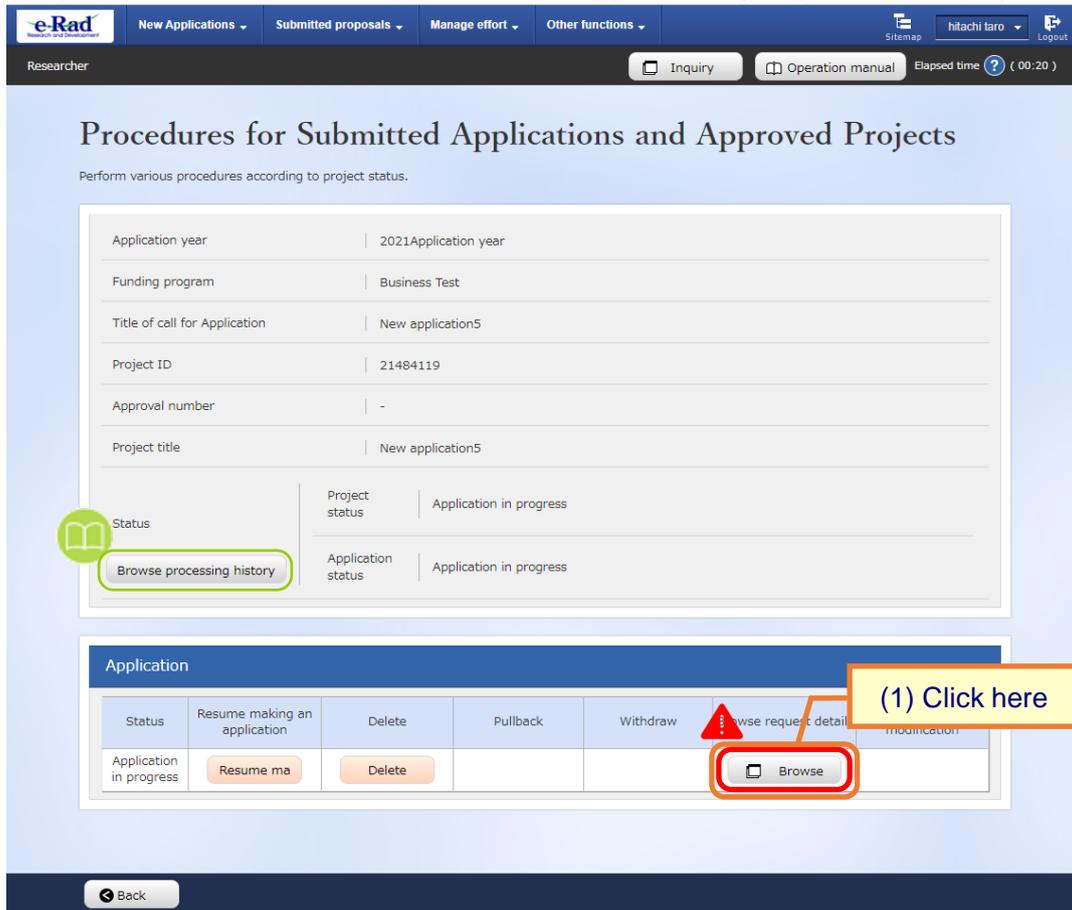
- You can check the processing status of your application by status after submitting it.
- "Request in progress": The state after the application is submitted and before the application is accepted, the research representative has pulled back after the application is submitted, or your application has been remanded by research institution or the Funding agency. Your project application is awaiting submitted.
- "Accepted": Your project application was accepted by the Funding agency.

**Note** Project title

- Click the "Project title" link of a project to display details on that project in another window.

**(3) Select "Browse" next to the application**

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.



(1) Click the "Browse" button next to the application.

 **Note** Browse processing history

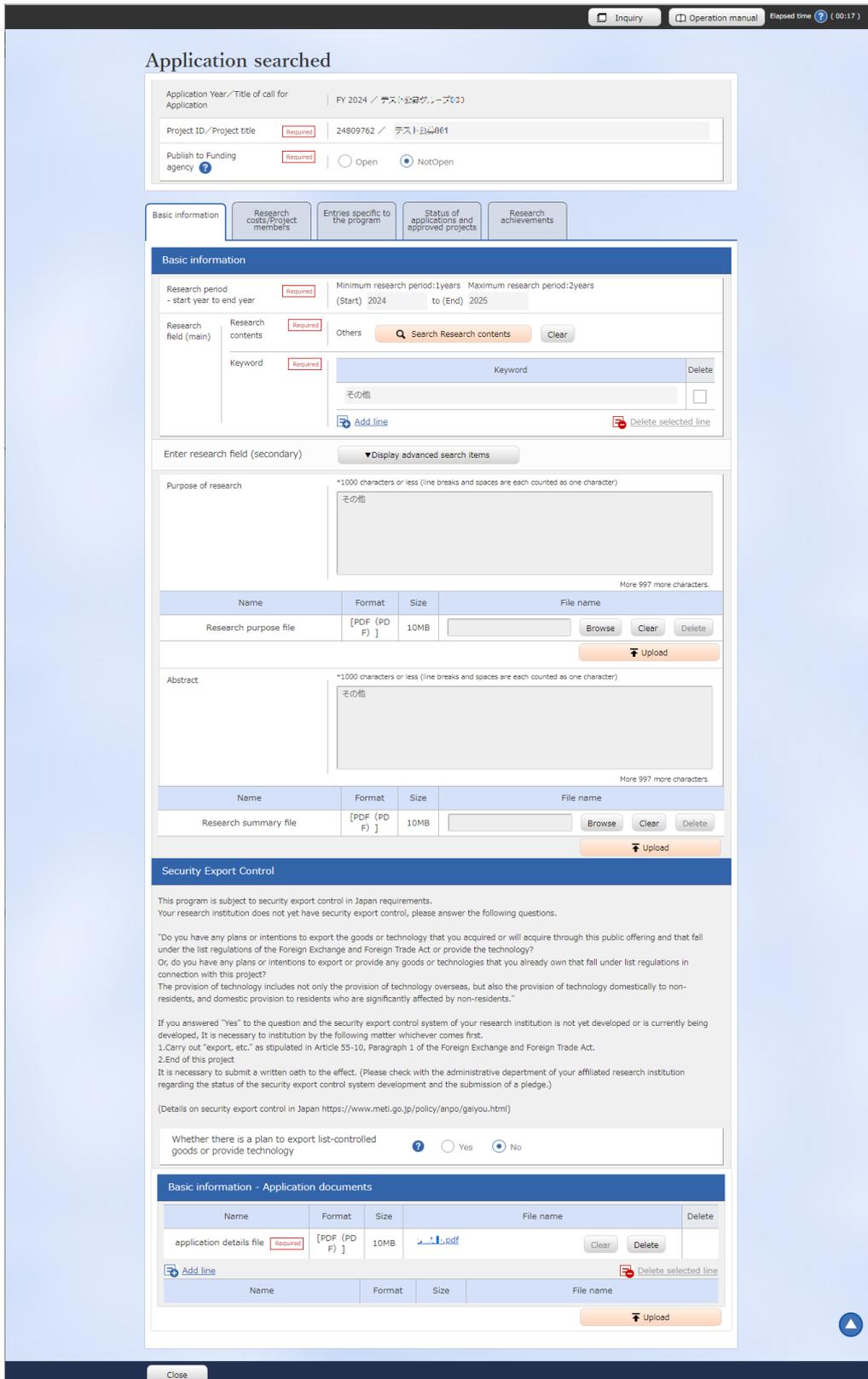
- You can check the operation history such as the submission/approval date of the project application.

 **Caution** Viewable range

- If the research sharer is not authorized to edit and view, the button will not be displayed until the application is submitted.

**(4) Check your application details**

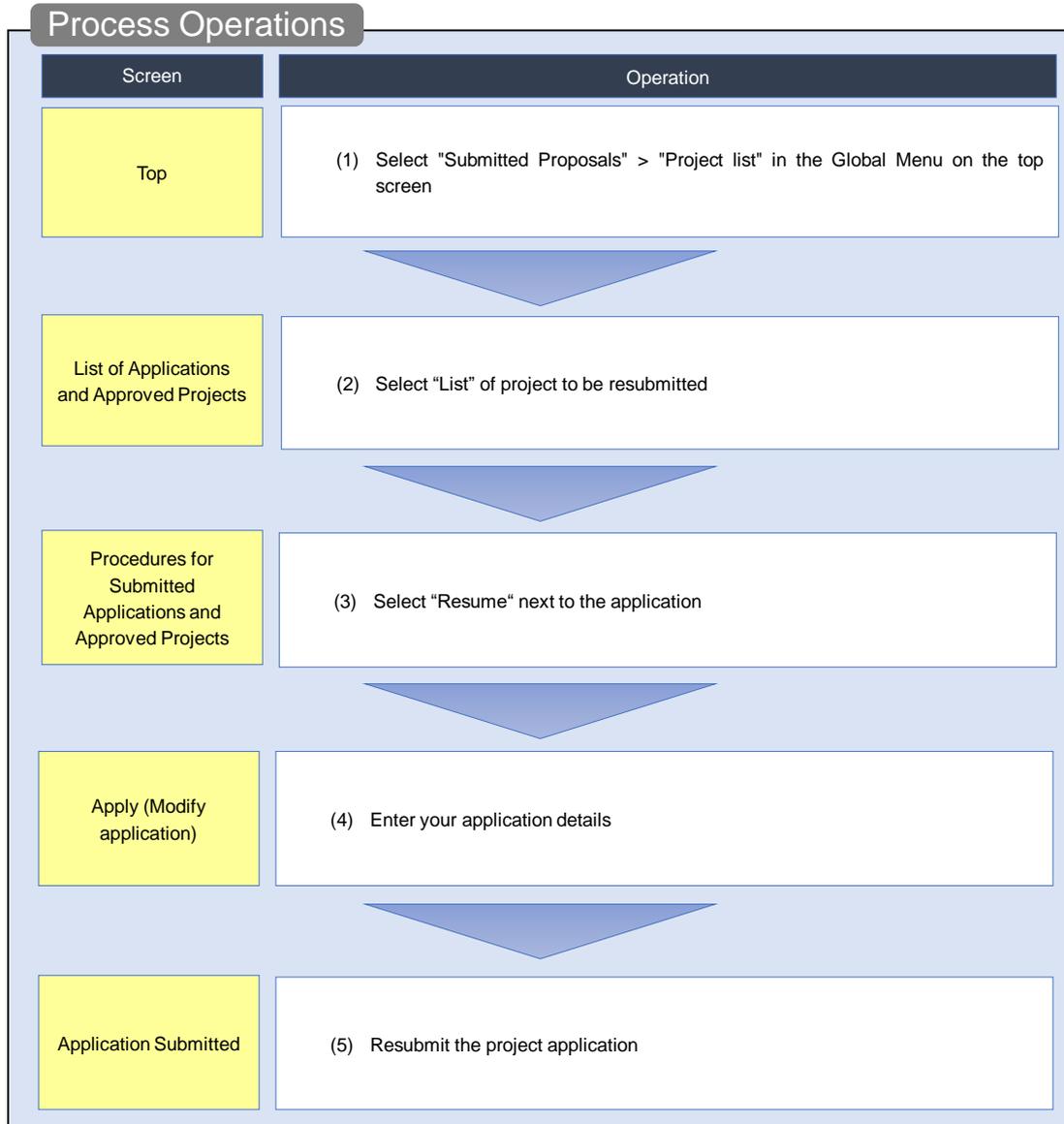
The [Application searched] screen is displayed. You can check the application details.



This section explains how to check the application details.

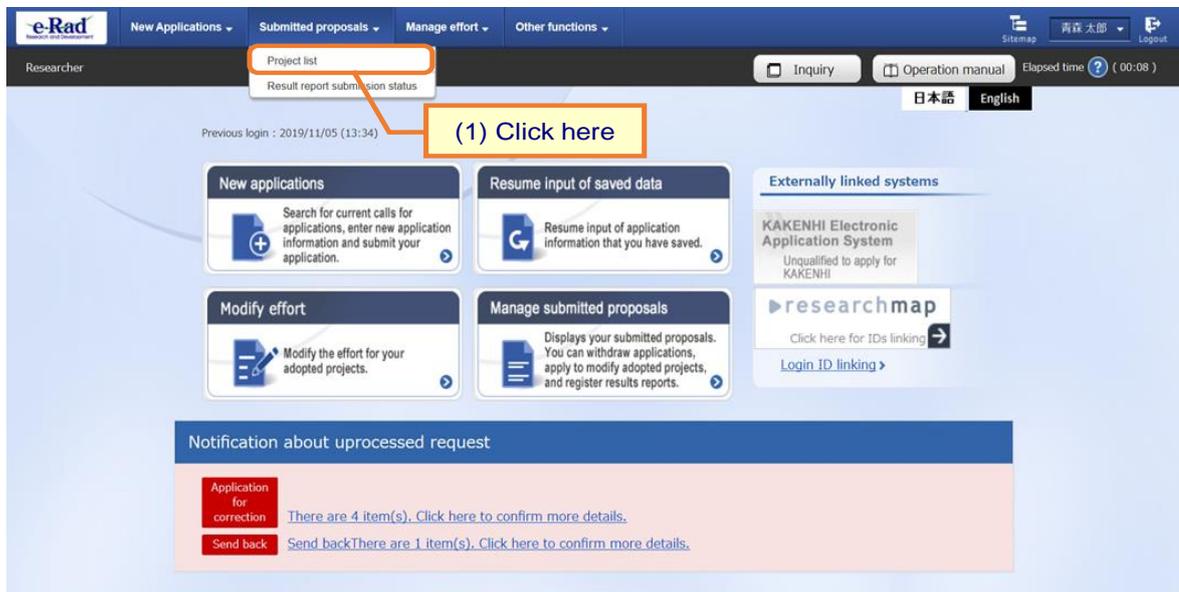
## 1.4 Resubmitting a Project Application

This section explains how to resubmit the projects sent back by research institution / Funding agency, pulled back projects and requested for revision from the Funding agency.



# Instructions

## (1) Selection in the Global Menu



(1) Click "Submitted proposals" > "Project list" in the Global Menu in the top screen.

**(2) Search for your project**

The [List of Applications and Approved Projects] screen is displayed.

The following initial values are set in the search conditions to improve search performance.  
search object : Only Applications  
Please review the search conditions as necessary.

### List of Applications and Approved Projects

Displays a list of Applications and approved projects. You can carry out the following procedures.

- Correct applications
- Request to change the approved projects
- Request to withdraw, hold or cancel the approved projects
- Register result reports

**(1) Fill out these fields**

**(2) Select category**

**(3) Click here**

▼ Hide advanced search condition.

Application number [Exact match]

Approval number [Exact match]

Application entity  All  Researcher unit  Research institution unit

Category of researcher's concurrent posts  All  Principal investigator  Co-investigator  
 Exclude in case of principal investigator

Project status

Application status (  All select )

Application in progress  Application received  Not received

After registration of approved result  Approved

Not approved  Retracted

Approved status (  All select )

Before registration of grant amount / contract amount  After registration of grant amount / contract amount  End of year

Published to CSTI  Discontinue project  Withdraw  Hold

- (1) Input search terms.
- (2) Select "Only Applications".
- (3) Click the "Search" button.

To filter your search by more advanced terms, click the "Display advanced search conditions" button to display the advanced settings.

The search result is displayed.

The screenshot shows a search results interface. At the top, there are options for "CSV output item selection" and "Download search results". Below this is a table with the following data:

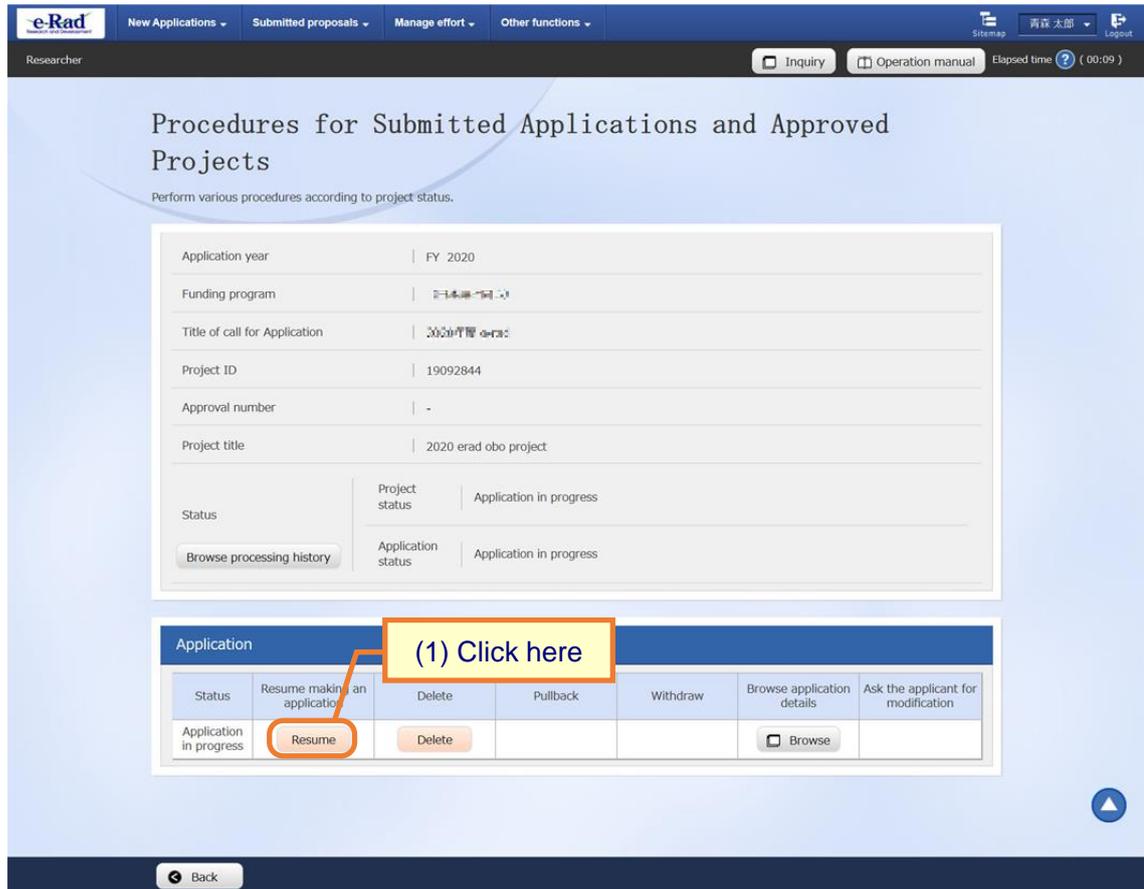
Project year	Project ID	Title of call for Application	Approval number	Principal investigator	Project status	Apply type (status)	Edit/Change request, result reports
2020	19092844	2020年度 e-rad	19092844	Tokyo Research Institution	Application in progress	Research institution processing Application in progress	List
		2020 erad obo project	-	Aomori Taro			

At the bottom of the table, there are options for "Output template" (Set to "Select") and another "Download search results" link. A callout box with the text "(4) Click here" points to the "List" button in the last column of the table.

- (4) Click the "List" button next to the project line for which you want to check the details.

**(3) Select "Resume" next to the application**

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

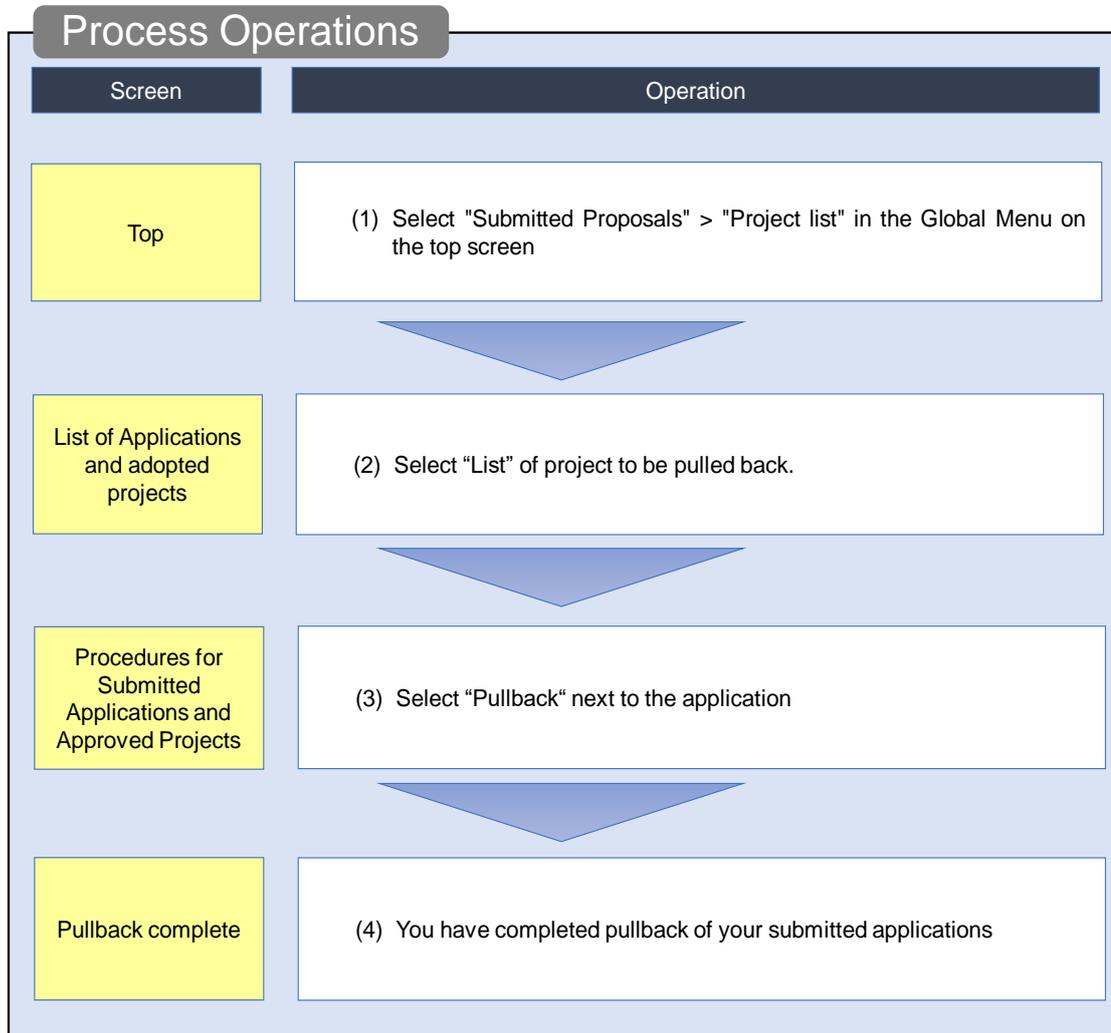


(1) Click the "Resume" button next to the application.

The later steps refer to "1.1 Creating a Project Application (4) Enter your application details".

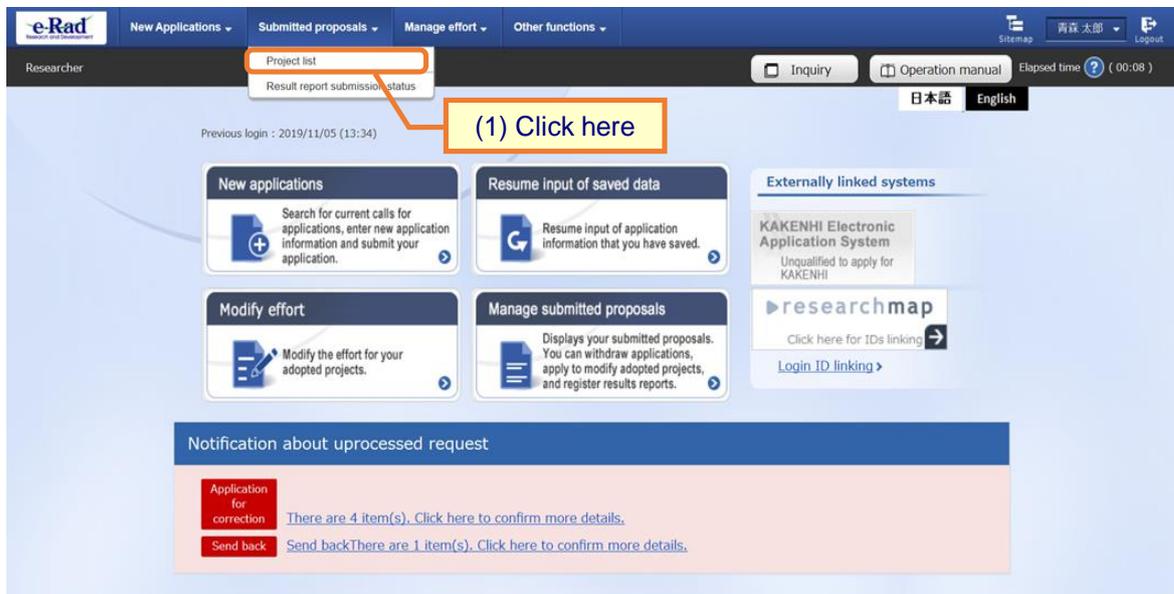
## 1.5 Pull back a project application

This section explains how to pull back a submitted project application.



## Instructions

### (1) Selection in the Global Menu



(1) Click "Submitted proposals" > "Project list" in the Global Menu on the top screen.

**(2) Search for your Application**

The [List of Applications and Approved Projects] screen is displayed.

- (1) Input search terms.
- (2) Select "Only Applications"
- (3) Click the "Search" button.

To filter your search by more advanced terms, click the "Display advanced research conditions" button to display the advanced settings.

The search result is displayed.

Search result

1 to 1 items (total 1 items) Output template: Select [CSV output item selection](#) [Download search results](#)

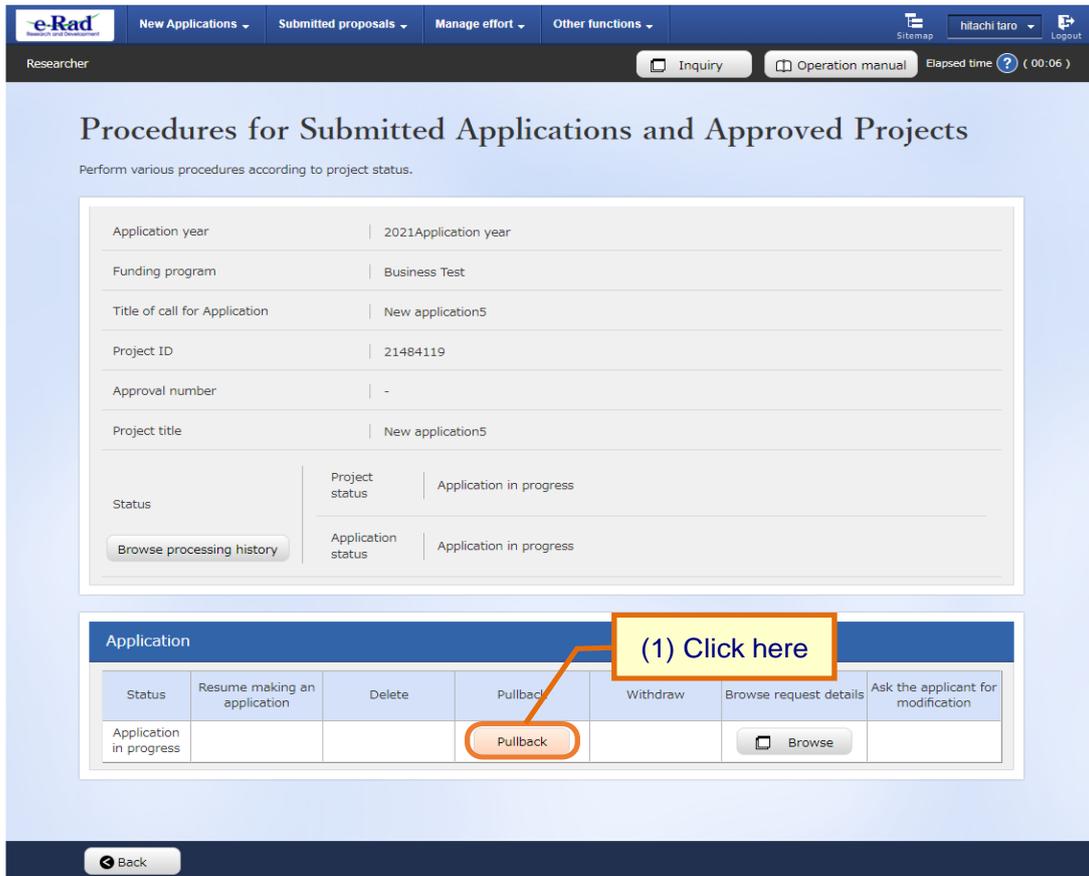
Project year	Project ID	Title of call for Application	Approval number	Principal investigator	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
2021	21484119	New application 5 <a href="#">New application 5</a>	21484119	STkikan Hitachi Tar o	Application in progress	Application in progress	List	<a href="#">Download</a>

1 to 1 items (total 1 items) Output template: Select [CSV output item selection](#) [Download search results](#)

- (4) Click the "List" button.

**(3) Select "Pullback" next to the application**

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.



(1) Click the "Pullback" button next to the application.

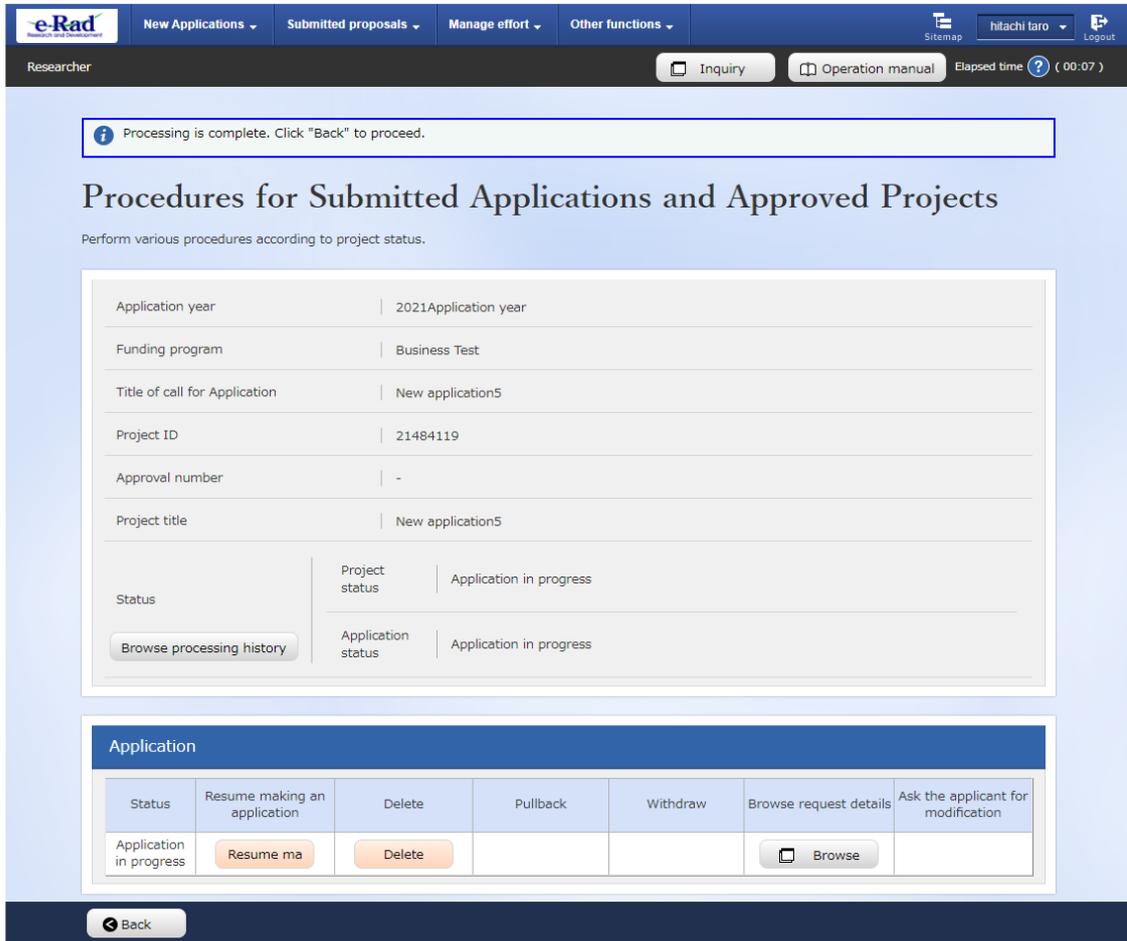
**⚠ Caution**      Possible range of Pullback

---

- If approval from your Research Institution is required (Researcher - > Research Institution - > Funding agency), you can pull back the project application before approved by research institution.
- If approval from your research institution is not required (Researcher - > Funding agency), you can pull back the project application before accepted by Funding agency.

**(4) Pullback complete**

The [Processing is complete.] is displayed on the [Procedures for Submitted Applications and Approved Projects] screen.



This section explains how to pull back submitted project application.

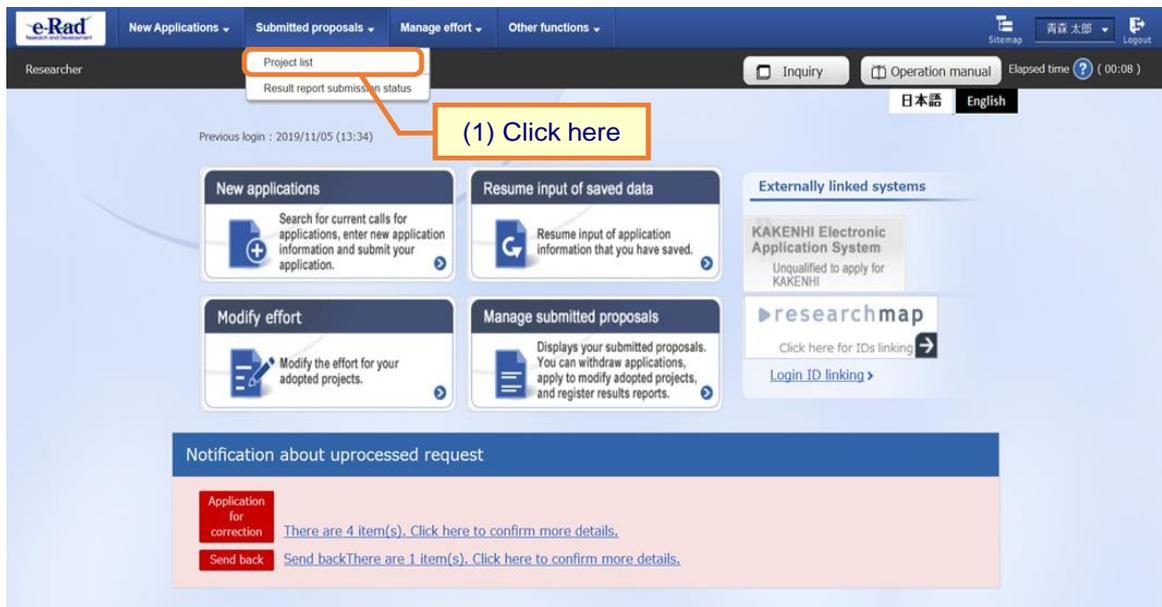
## 1.6 Withdrawing a Project Application

This section explains how to withdraw a project application accepted by Funding agency.



# Instructions

## (1) Selection in the Global Menu



(1) Click "Submitted proposals" > "Project list" in the Global Menu on the top screen.

**(2) Search for your project**

The [List of Applications and Approved Projects] screen is displayed.

The screenshot shows the 'List of Applications and Approved Projects' screen. At the top, there is a navigation bar with 'eRad' logo and menu items: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. A user profile 'Researcher' is visible on the left, and 'Inquiry' and 'Operation manual' buttons are on the right. A yellow warning box states: 'The following initial values are set in the search conditions to improve search performance. search object : Only Applications. Please review the search conditions as necessary.'

The main heading is 'List of Applications and Approved Projects'. Below it, a list of actions is provided: 'Correct applications', 'Request to change the approved projects', 'Request to withdraw, hold or cancel the approved projects', and 'Register result reports'. A callout box labeled '(1) Fill out these fields' points to the 'Search conditions' form. This form includes fields for 'Funding System Code', 'Funding system', 'Funding Program Code', 'Funding program', 'Code of call for Application', 'Title of call for Application', 'Project ID', 'Project title', 'Application year', 'Project year', 'Category(ies) to be searched' (with radio buttons for 'All', 'Only Applications', and 'Only Approved Projects'), 'Funding agency', and 'Number of displayed items'. A callout box labeled '(2) Select category' points to the 'Only Applications' radio button. A 'Search' button is located at the bottom right of the form, with a callout box labeled '(3) Click here' pointing to it. A pink arrow points from the 'Search' button to the 'Advanced search conditions' section below.

The 'Advanced search conditions' section includes: 'Application number', 'Approval number', 'Application entity' (radio buttons for 'All', 'Researcher unit', 'Research institution unit'), 'Category of researcher's concurrent posts' (radio buttons for 'All', 'Principal investigator', 'Co-investigator', and a checkbox for 'Exclude in case of principal investigator'), and 'Project status' (checkboxes for 'Application in progress', 'Application received', 'Not received', 'After registration of approved result', 'Approved', 'Not approved', 'Retracted', 'Approved status', 'Before registration of grant amount / contract amount', 'After registration of grant amount / contract amount', 'End of year', 'Published to CSTI', 'Discontinue project', 'Withdraw', and 'Hold').

(1) Input search terms.

(2) Select "Only Applications"

(3) Click the "Search" button.

To filter your search by more advanced terms, click the "Display advanced research conditions" button to display the advanced settings.

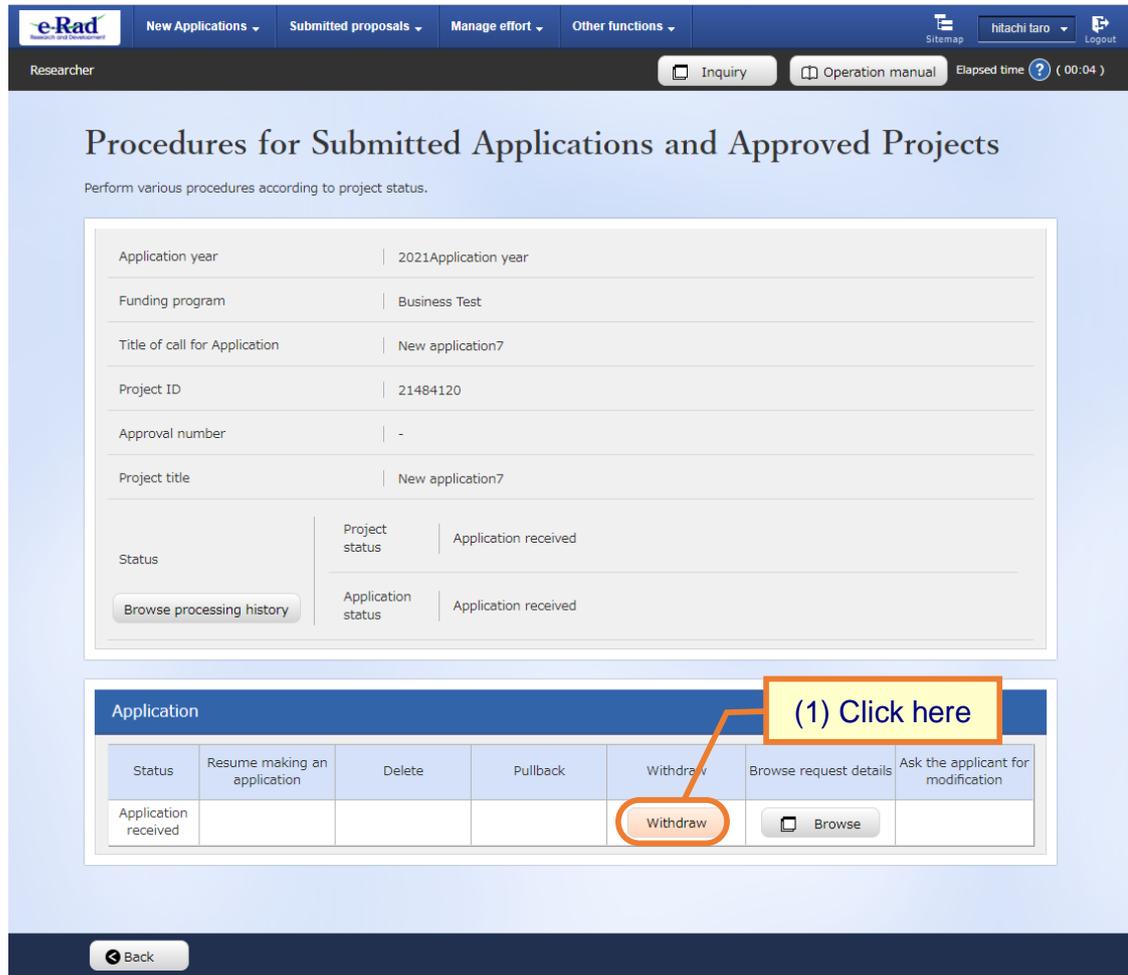
The search results are displayed.

The screenshot shows a search results interface. At the top, there is a blue header with the text "Search result". Below this, there are two rows of search results. The first row is highlighted. The table has the following columns: Project year, Project ID, Title of call for Application, Application number, Principal investigator, Project status, Application type (status), Edit/Change request, result reports, and Application content Proposal download. The first row contains the following data: Project year: 2021, Project ID: 21484120, Title of call for Application: New application 7, Application number: 21484120, Principal investigator: STkikan, Project status: Application received, Application type (status): Application received, Edit/Change request, result reports: List, Application content Proposal download: [Download icon]. An orange box labeled "(4) Click here" is positioned over the "List" button. Below the table, there are two more rows of search results, identical to the first row. At the bottom of the page, there are two more rows of search results, identical to the first row.

(4) Click the "List" button.

**(3) Select "Withdraw" next to the application**

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.



(1) Click the "Withdraw" button next to the application.

**⚠ Caution**      Possible conditions of withdrawal

---

- If the project status of the application is "Application received" or "Approval results registered" and Application status is "Application received", the "Withdraw" button is displayed.

## (4) Input your reason for withdrawal

The [Withdrawal of Application] screen is displayed.

The screenshot shows the 'Withdrawal of Application' screen. At the top, there is a navigation bar with 'e-Rad' logo, 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. The user is logged in as 'hitachi taro'. The main heading is 'Withdrawal of Application' with a sub-heading 'Request to withdraw the application that has already been accepted.' Below this is a 'Project proposal details' table:

Project proposal details	
Application year / Title of call for Application	FY 2021 /New application7
Project ID / Project title	21484120 /New application7
Research institution	STkikan
Principal investigator	hitachi taro
Status	Application received (Application received)

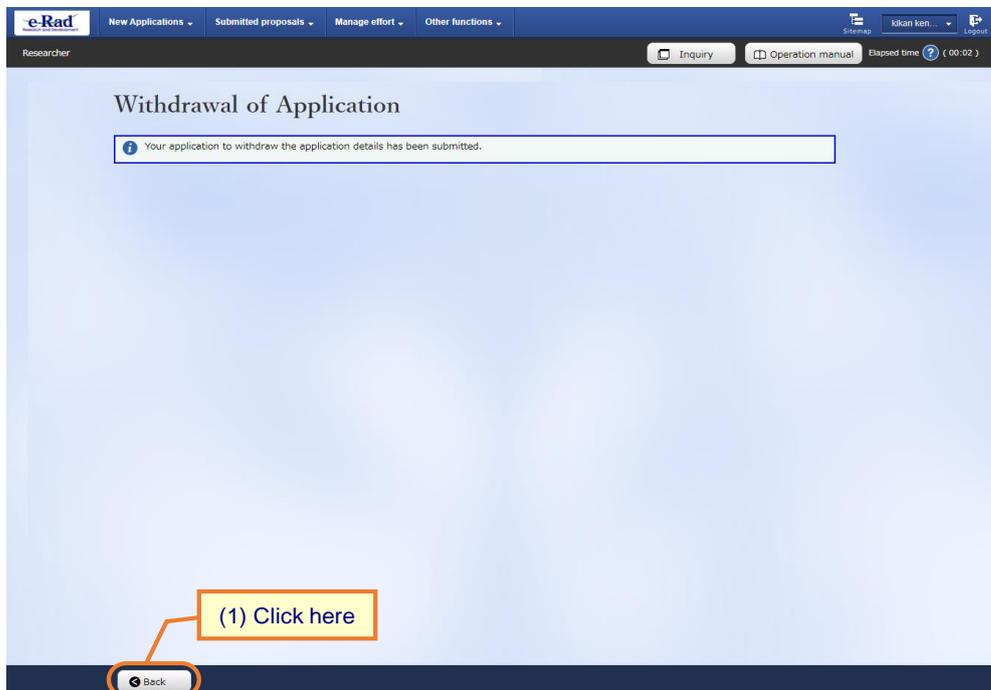
An annotation '(1) Fill out this field' points to the 'Status' field. Below the table is the 'Retraction Withdrawal details' section, which contains a 'Reason for retraction' field. The field is marked as 'Required' and has a character limit of '\*2000 characters or less (line breaks and spaces are each counted as one character)'. An annotation '(2) Click here' points to the 'Register' button at the bottom right of the screen. The bottom navigation bar includes 'Back', 'Browse application details', and 'Register' buttons.

(1) Input the details.

(2) Click the "Register" button.

## (5) Withdrawal Request Submitted

The [Confirm/Reference Withdrawal of Application] screen is displayed. You have now completed the procedure to withdraw your application.



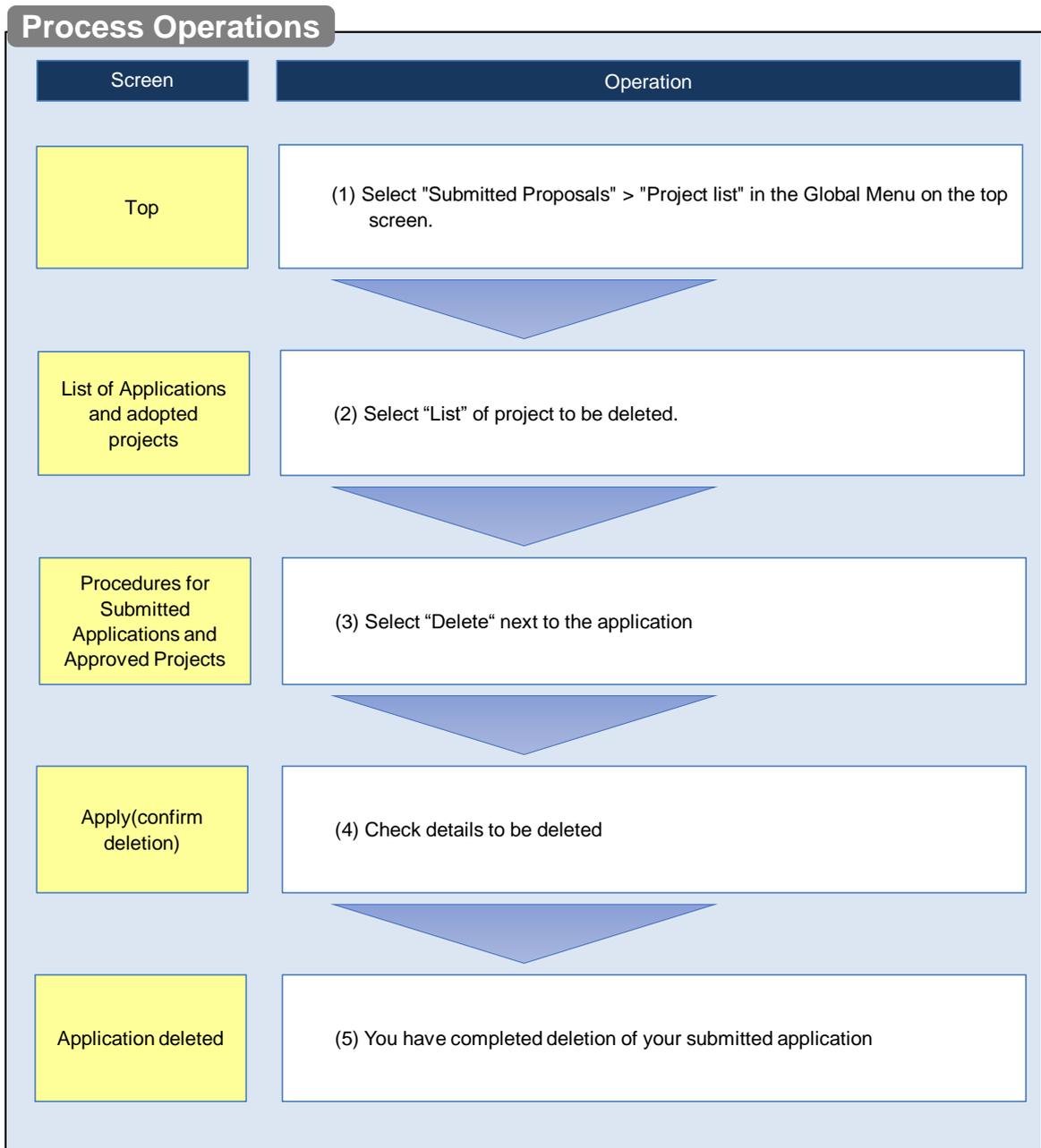
(1) Click "Back " to check the "project status" and "Apply type(status)" of your project application.

- If approval from your research institution is not required  
Your withdrawal of application is submitted to the Funding agency immediately and the project status changes to "Approved" and the apply type(status) changes to "Withdrawal applying".
- If approval from your research institution is required  
Your withdrawal of application is first submitted to your research institution and the project status changes to "Approved" and the apply type(status) changes to "Withdrawal applying".  
After your withdrawal of application is approved by the administrative manager, it is submitted to the Funding agency and the project status changes to "Approved" and the apply type(status) changes to "Withdrawal applying".

This section explains how to withdraw the submitted project application.

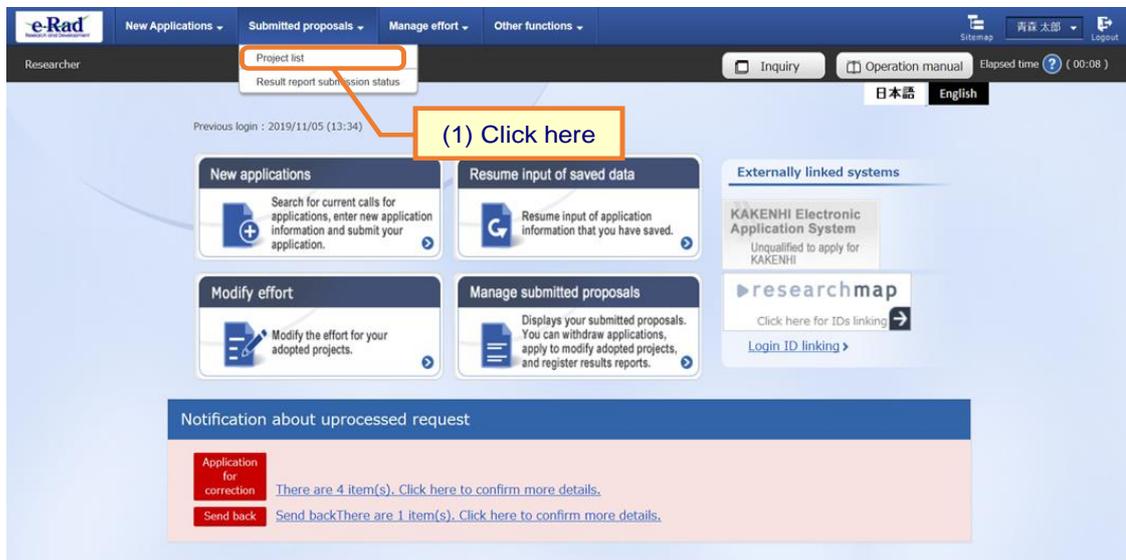
## 1.7 Delete a Project Application

This section explains how to delete an application after submitting it.



# Instructions

## (1) Selection in the Global Menu



(1) Click "Submitted proposals" > "Project list" in the Global Menu on the top screen.

**(2) Search for your project**

The [List of Applications and Approved Projects] screen is displayed.

The screenshot shows the 'List of Applications and Approved Projects' screen. At the top, there is a navigation bar with 'eRad' logo and menu items: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. A user profile 'Researcher' is visible on the left, and 'Inquiry' and 'Operation manual' buttons are on the right. A yellow warning box states: 'The following initial values are set in the search conditions to improve search performance. search object : Only Applications. Please review the search conditions as necessary.'

The main heading is 'List of Applications and Approved Projects'. Below it, a list of actions is provided: 'Correct applications', 'Request to change the approved projects', 'Request to withdraw, hold or cancel the approved projects', and 'Register result reports'. A callout box labeled '(1) Fill out these fields' points to the 'Search conditions' form. This form includes fields for 'Funding System Code', 'Funding system', 'Funding Program Code', 'Funding program', 'Code of call for Application', 'Title of call for Application', 'Project ID', 'Project title', 'Application year', 'Project year', 'Category(ies) to be searched' (with radio buttons for 'All', 'Only Applications', and 'Only Approved Projects'), 'Funding agency', and 'Number of displayed items'. A callout box labeled '(2) Select category' points to the 'Only Applications' radio button. A 'Search' button is located at the bottom right of the form, with a callout box labeled '(3) Click here' pointing to it. A pink arrow points from the 'Search' button to the 'Advanced search conditions' section below.

The 'Advanced search conditions' section includes: 'Application number', 'Approval number', 'Application entity' (radio buttons for 'All', 'Researcher unit', 'Research institution unit'), 'Category of researcher's concurrent posts' (radio buttons for 'All', 'Principal investigator', 'Co-investigator', and a checkbox for 'Exclude in case of principal investigator'), and 'Project status' (checkboxes for 'Application in progress', 'Application received', 'Not received', 'After registration of approved result', 'Approved', 'Not approved', 'Retracted', 'Approved status', 'Before registration of grant amount / contract amount', 'After registration of grant amount / contract amount', 'End of year', 'Published to CSTI', 'Discontinue project', 'Withdraw', and 'Hold').

(1) Input search terms.

(2) Select "Only Applications".

(3) Click the "Search" button.

To filter your search by more advanced terms, click the "Display advanced research conditions" button to display the advanced settings.

The search result is displayed.

Search result

1 to 1 items (total 1 items)      Output template | Select      [CSV output item selection](#)  
[Download search results](#)

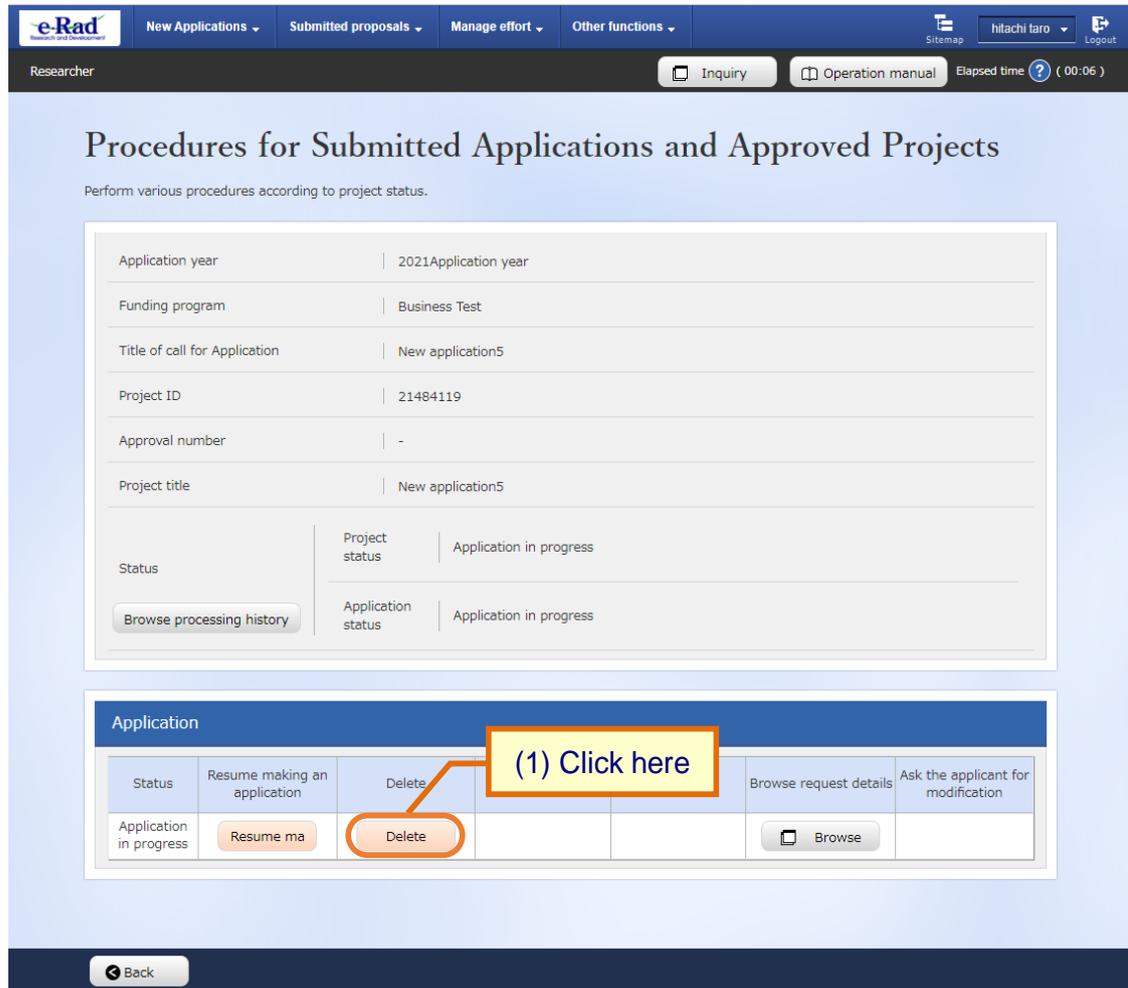
Project year	Project ID	Title of call for Application	Applica number	Principal investigator	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
		Project title	Approval number					
2021	21484119	New application 5	21484119	STkikan	Applicat ion in p rogress	Applicat ion in p rogress	List	
		<a href="#">New application 5</a>	-	H i t a c h i T a r o				

1 to 1 items (total 1 items)      Output template | Select      [CSV output item selection](#)  
[Download search results](#)

(3) Click the "List" button.

**(3) Select "Delete" next to the application**

The [Procedures for Submitted Applications and Approved Projects] screen is displayed.



(1) Click the "Delete" button next to the application.

	<b>Caution</b>	<u>Possible conditions of deletion</u>
	<ul style="list-style-type: none"> <li>○ You can delete saved project applications.</li> <li>○ You can delete project applications withdrawn or pulled back by research institution, Funding agency.</li> </ul> <p># You cannot delete withdrawal of project applications that requested for revision by Funding agency.</p>	

## (4) Checking details to be deleted

The [Apply(Confirm deletion)] screen is displayed.

The screenshot shows the 'Apply (confirm deletion)' screen. At the top, a message states: 'The following application details will be deleted. Click "Delete application" to proceed.' Below this, the title 'Apply (confirm deletion)' is displayed, followed by the instruction: 'Please check the contents and click the "Delete application contents" button if you like.'

The main content area is divided into several sections:

- Application Year/Title of call for Application:** FY 2024 / 科学研究費助成事業
- Project ID/Project title:** 24809762 / 研究費助成事業
- Publish to Funding agency:** Open (selected) / NotOpen
- Basic information:** Research period (2024-2025), Research field (main), Keyword (研究費), Purpose of research (研究費), Abstract (その他), and Security Export Control (No).
- Application documents:** application details file (PDF, 10MB).

Two callout boxes are present:

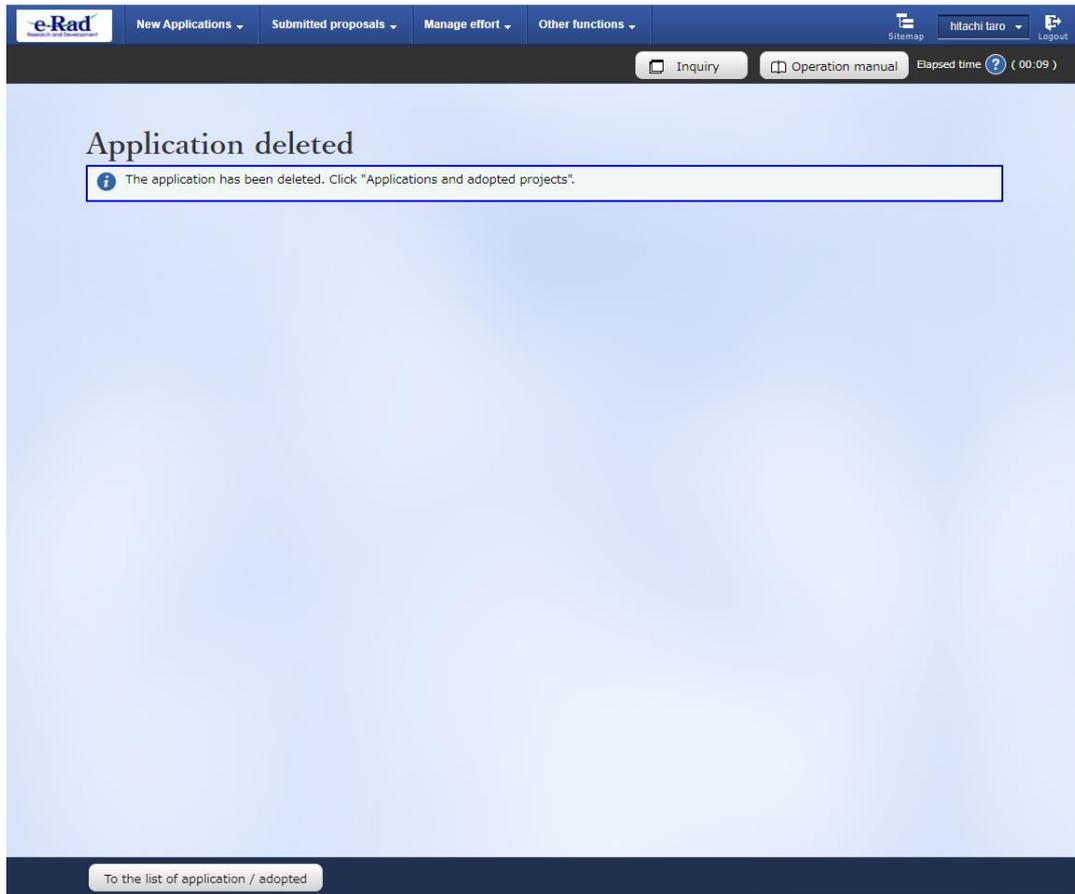
- (1) Check these details:** Points to the application information section.
- (2) Click here:** Points to the 'Request to apply the approved Project (Deletion)' button at the bottom.

(1) Check the details.

(2) Click the "Request to apply the approved Project (Deletion)" button to delete your application.

## (5) Deletion complete

The [Application deleted] screen is displayed.



This section explains how to delete project applications.