1. Application Guide

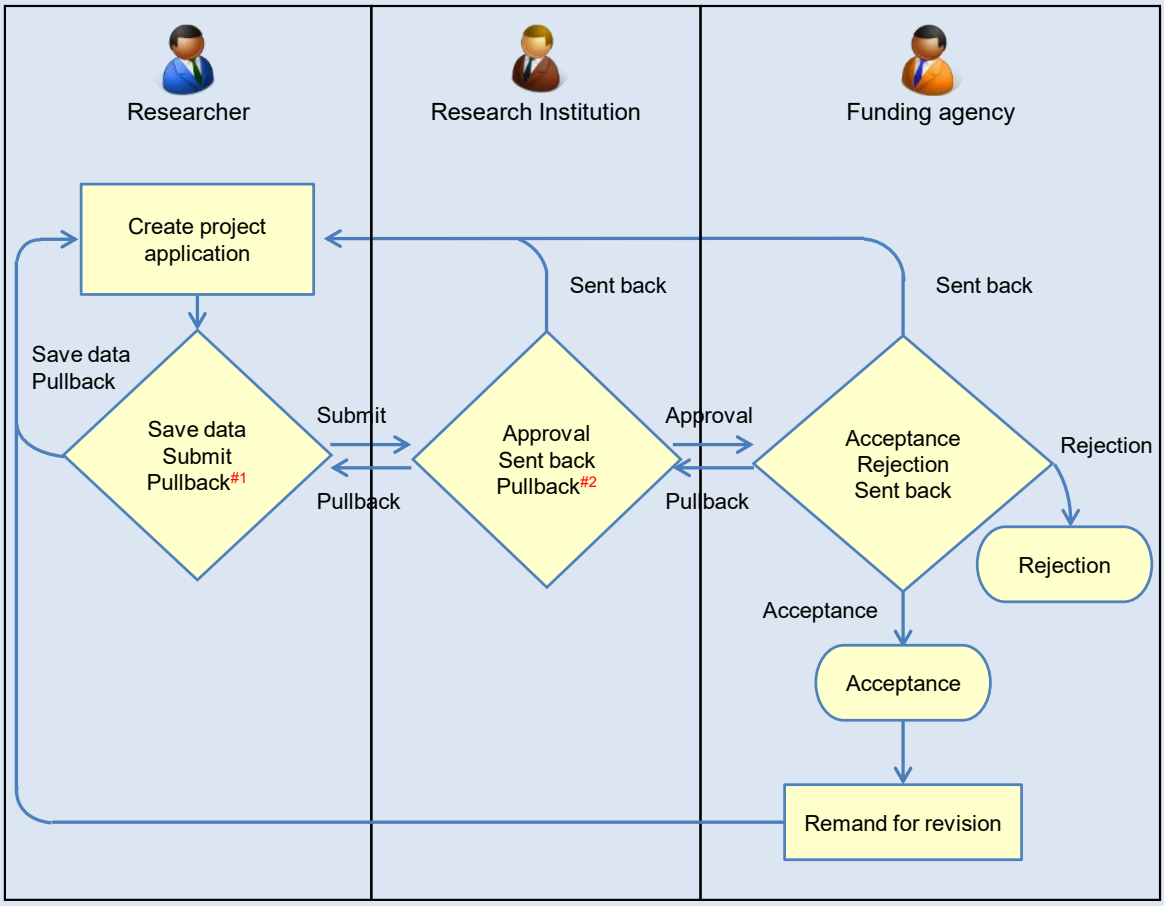
About Applications

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

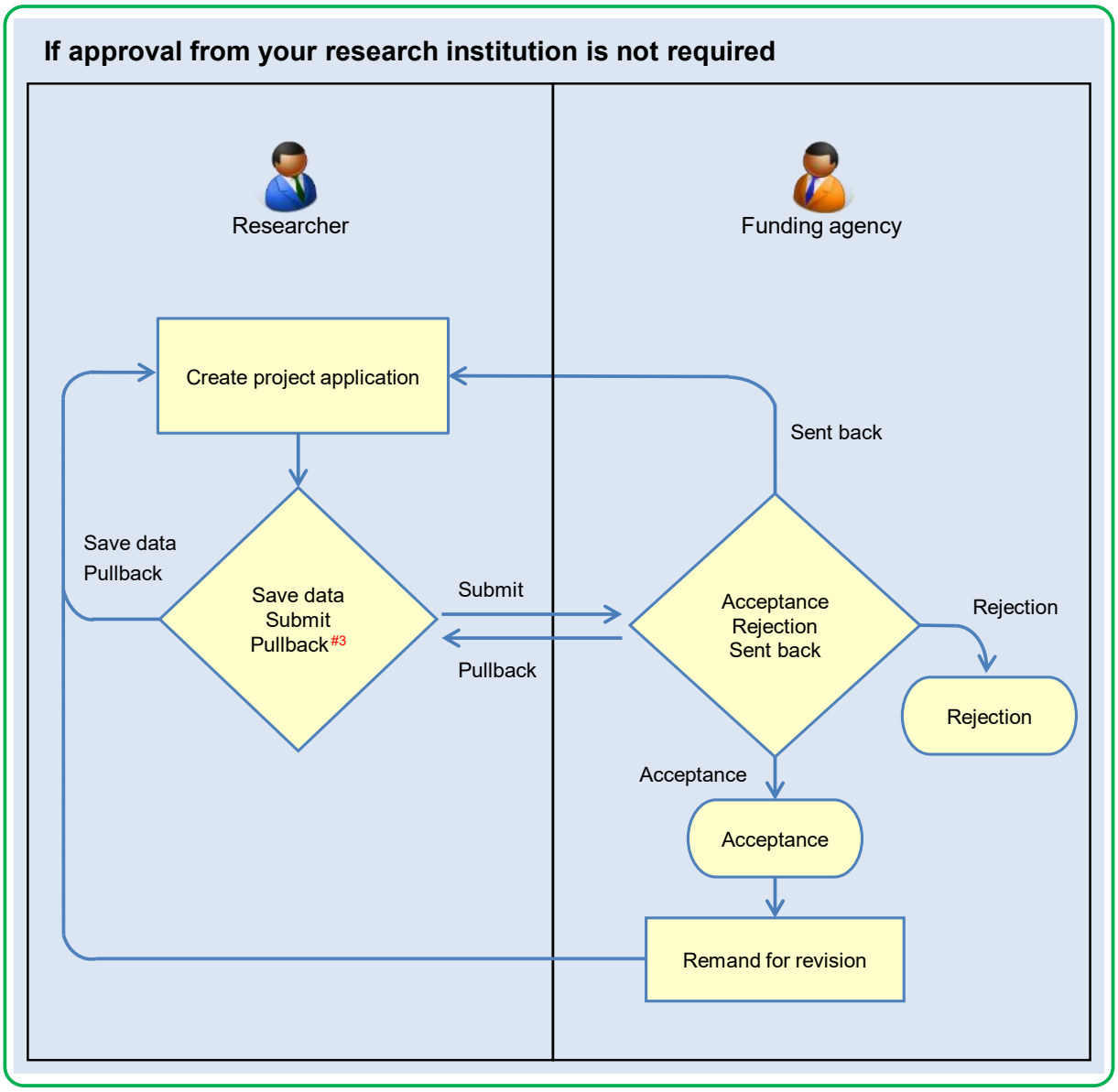


#1 You can pull back until approved by Research Institution.

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"

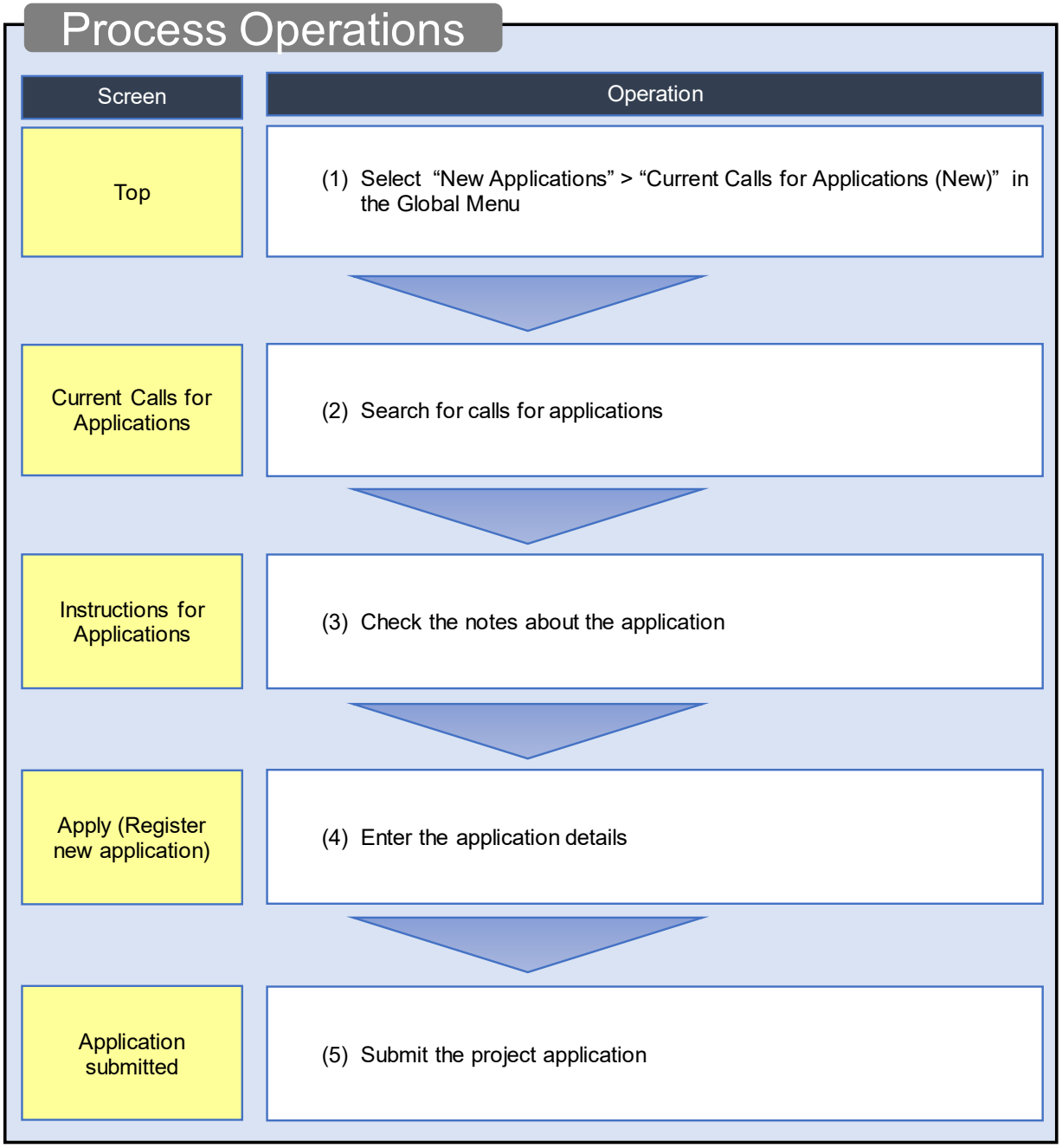
- **Pull back a project application**
  You can pull back a project application submitted by research agency or Funding agency under certain conditions.
  → "1.5 Pull back a Project Application"

- **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"

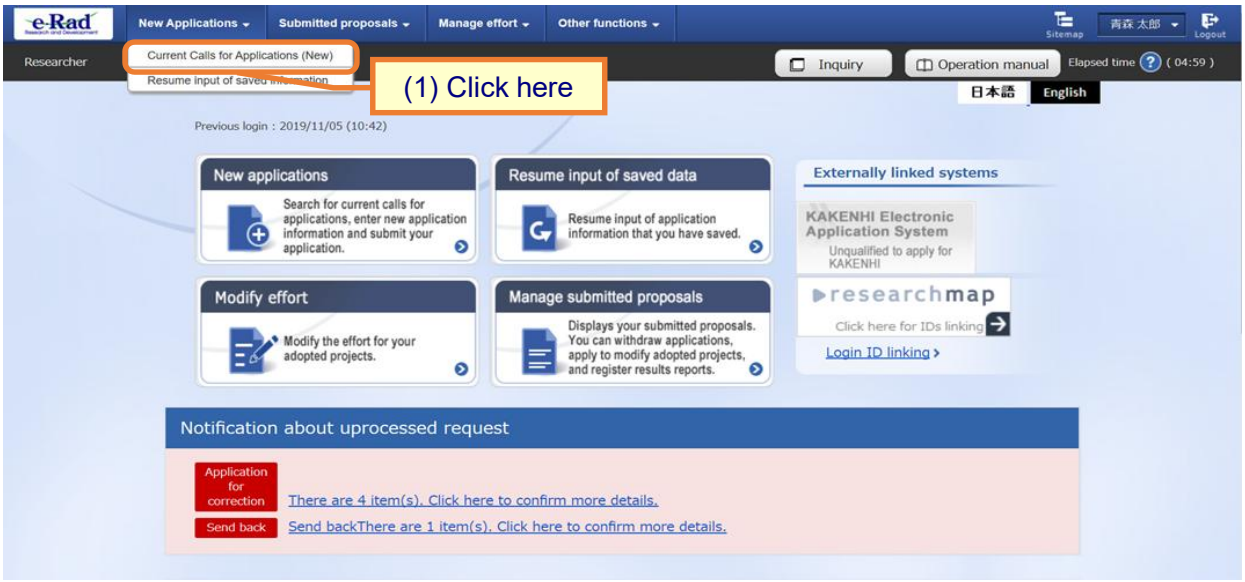
1.1 Creating a Project Application

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



Instructions

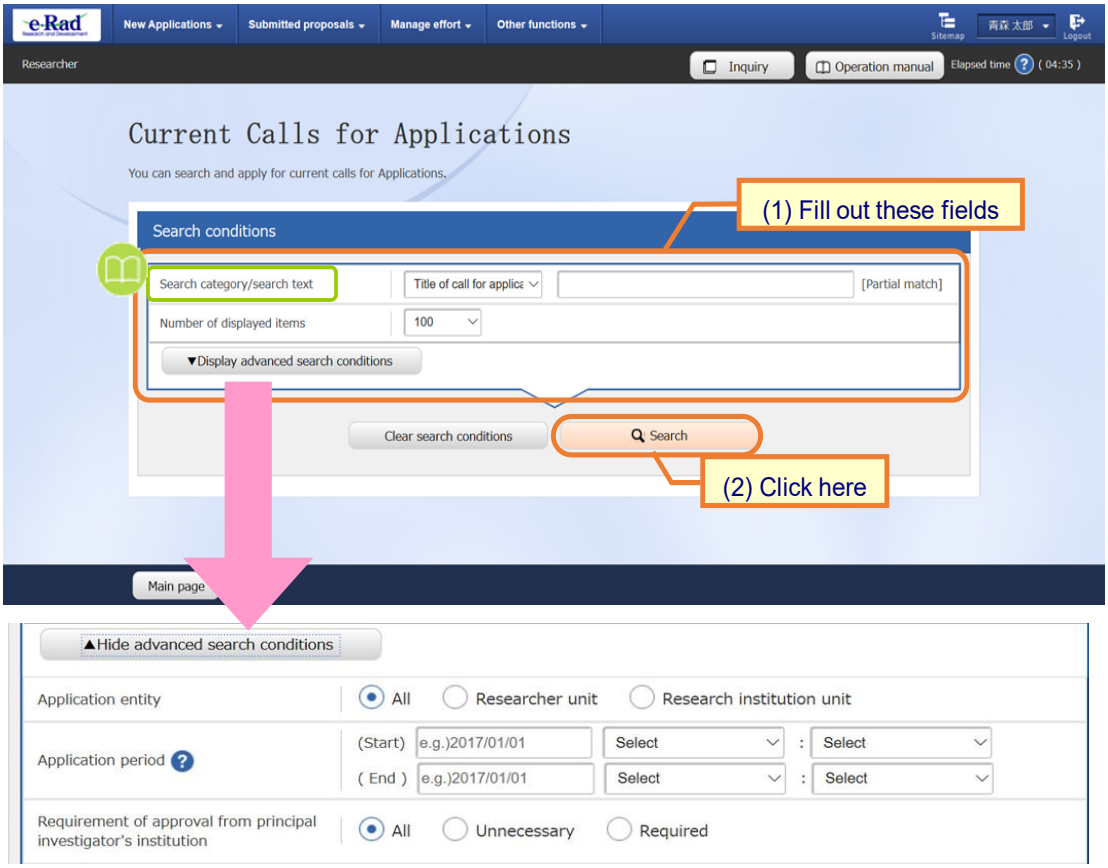
(1) Selection in the Global Menu



(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.



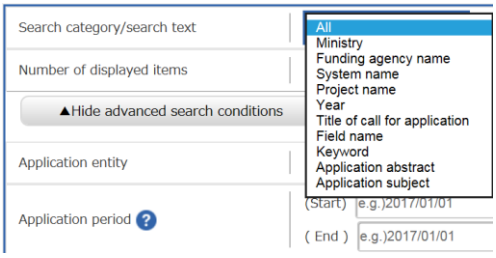
(1) Input search terms.

(2) Click the "Search" button.

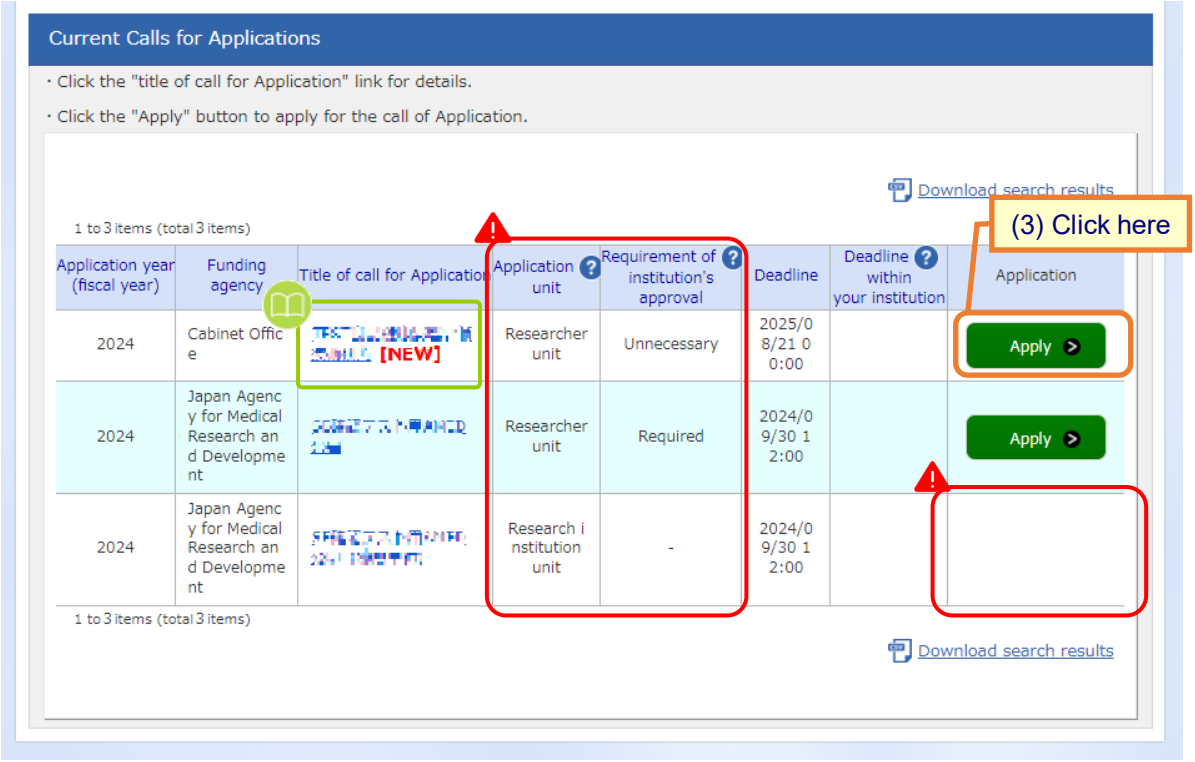
- Clicking "Search" without entering search terms displays all current calls for applications.
- To filter your search by more advanced terms, click the "Display advanced search conditions" button to display the advanced settings.

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.



The search results are displayed.



(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.

[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

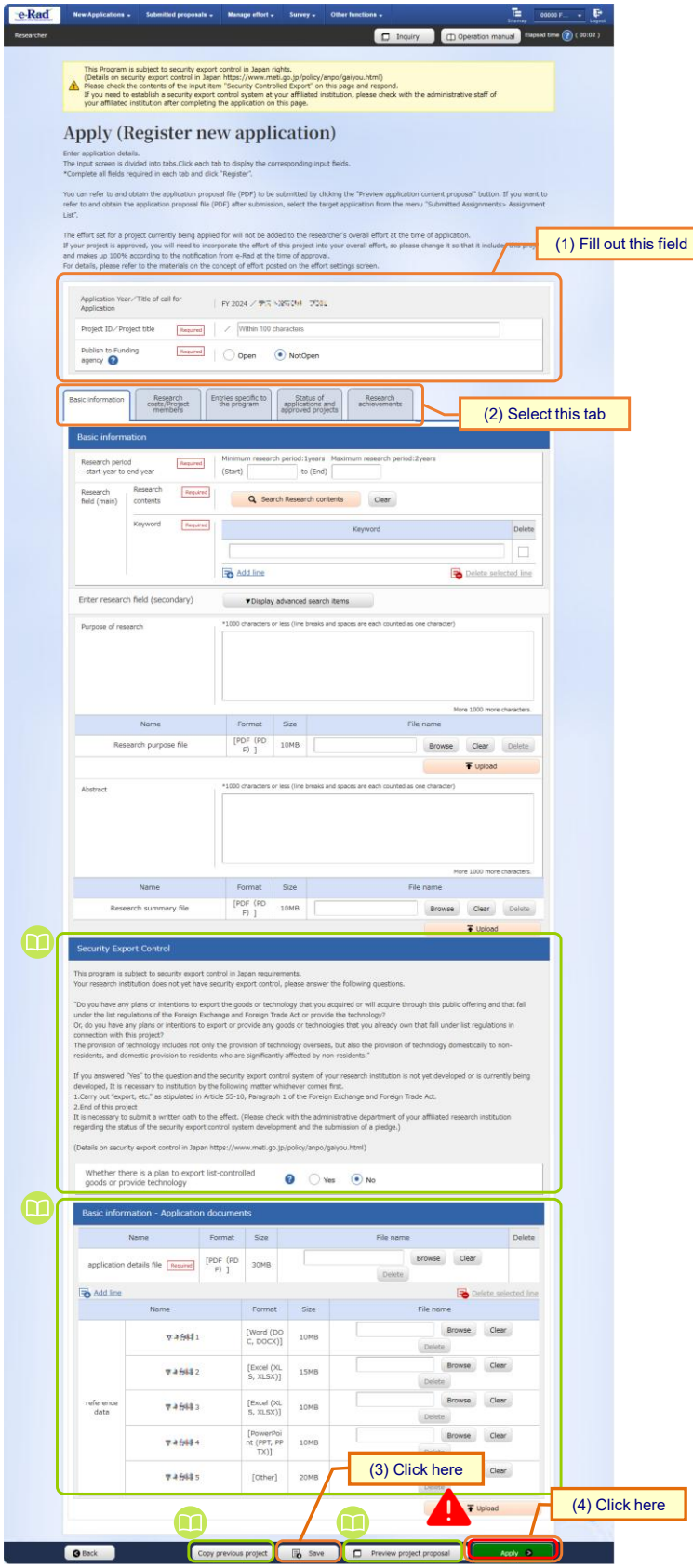
○ The following message is displayed when you attempt to submit a call for application and you have already created a project application.

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.



(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

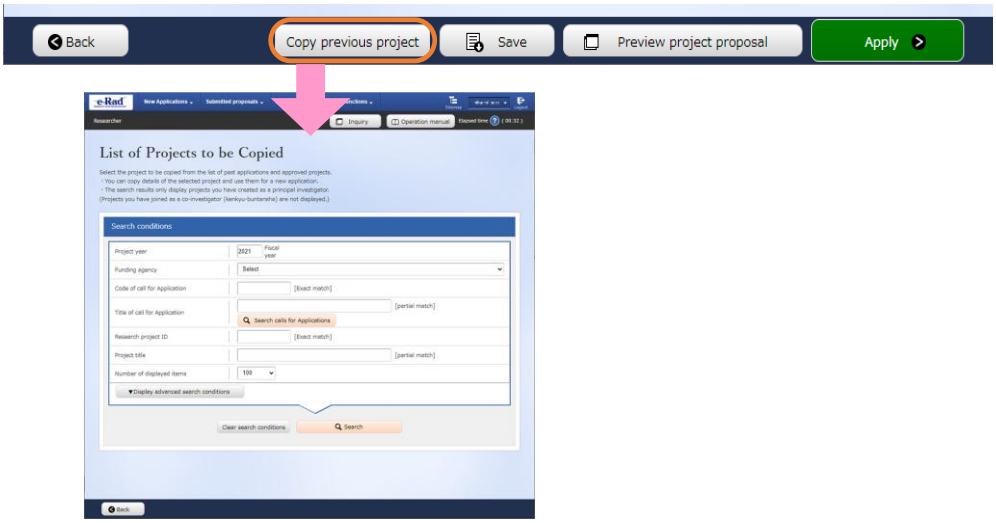
If settings are made as shown below, "Security Export Control" is displayed. If not, it is not displayed.
- The relevant call for applications is subject to the requirements of Security Export Control.
- The security management system of the affiliated research institution is classified as "Not yet developed" 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

The term "input application details" refers to information entered in text boxes, text areas, or other input fields. The term "uploaded files" refers to PDF files, such as the research purpose file or the application details file. Files in formats other than PDF will not be included in the merging process.

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.

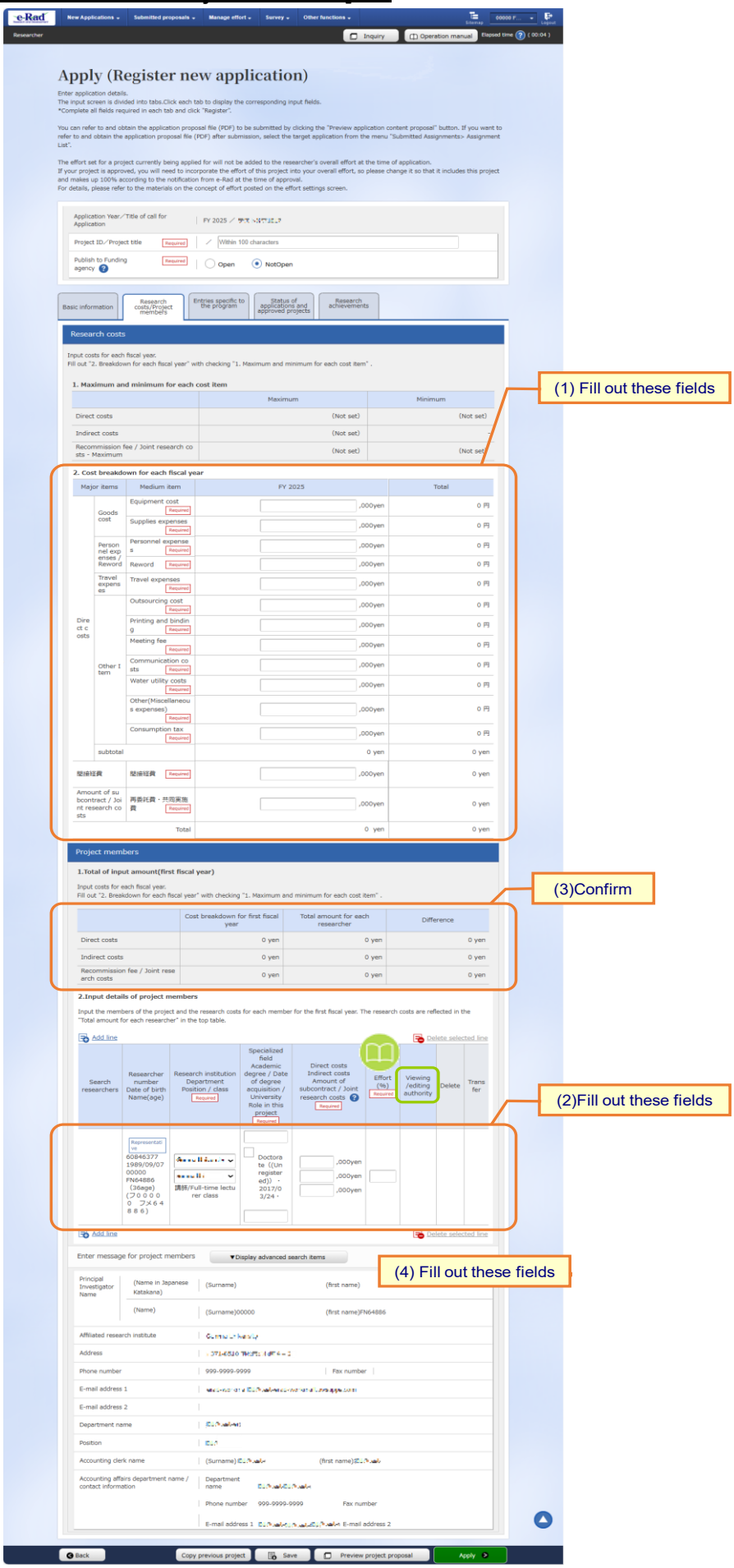
Even though the research purpose and the research summary are not indicated as required fields, you must enter information in the text area or attach a file. If you do not enter information or attach a file, an error occurs.

To set the research content for the research field (main), click the "Search Research contents" button to display the [Search Research contents] screen. Enter the search criteria and perform the search. (If you perform a search without entering anything, all items are searched.) From the search results, select one item of research content for the target field. The selected research content is reflected on the screen.

In the keyword field, enter terms that represent the project application. Click the "Add line" link to enter multiple keywords.

To set the research field (secondary), click the "Display advanced search items" button. You can specify the research content and keywords for the research field (secondary).

[Research costs/Project members] tab



(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.

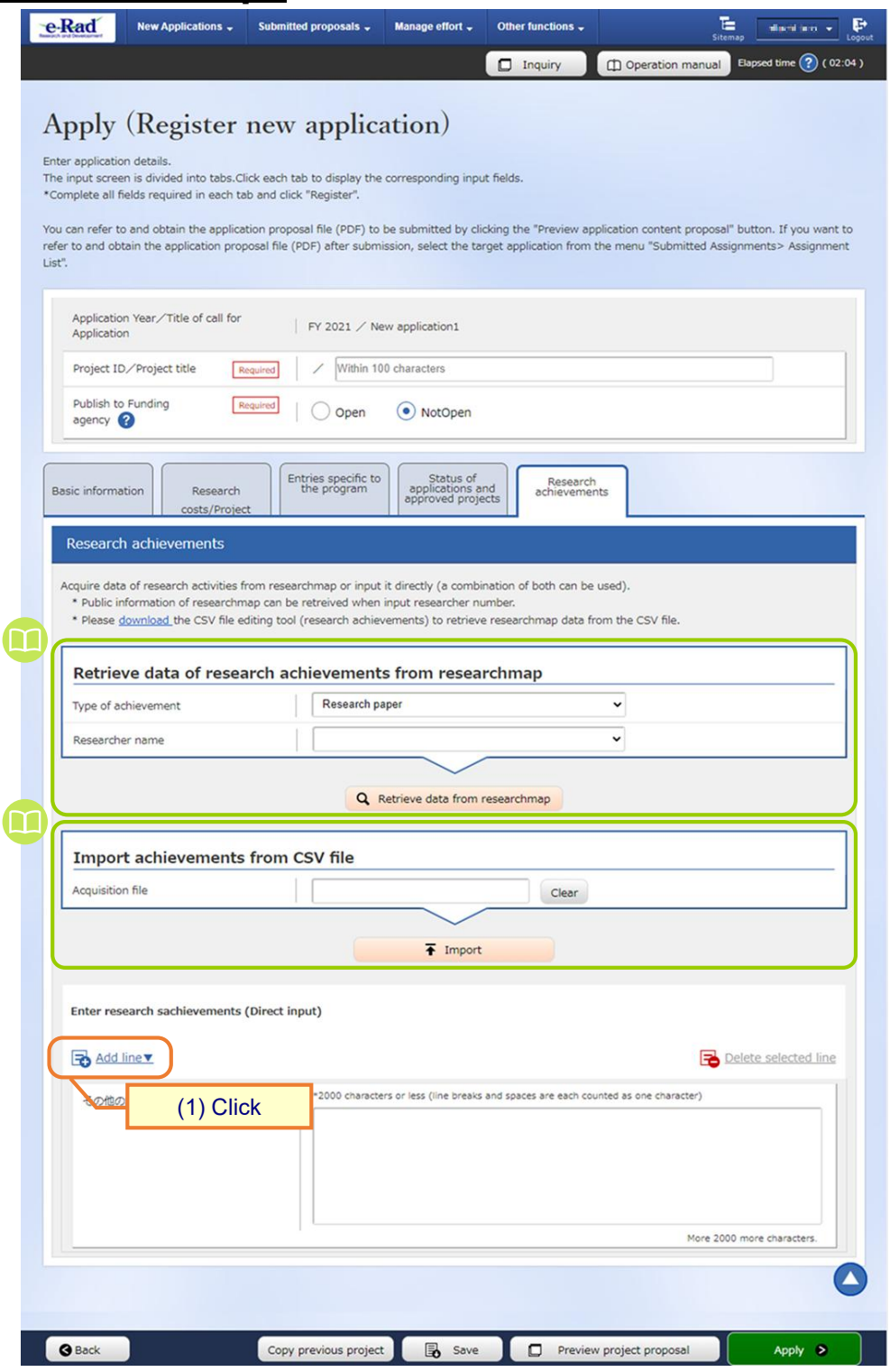
The tab also displays information about the cost and the achievements of the research accepted during the years specified by the funding agency. If there is unnecessary information, select the "Delete" check box.

The research costs displayed here (direct costs) are amounts registered on the [Register Financial Statement] screen for past research proposals. If the target application is for a subsidy, the total amount of direct expenses is displayed based on the amounts registered under "(2) Accounts for each grant recipient (researcher / research institution)". If the target application is for contract research, the total amount of the settlement for "(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)" is displayed.

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



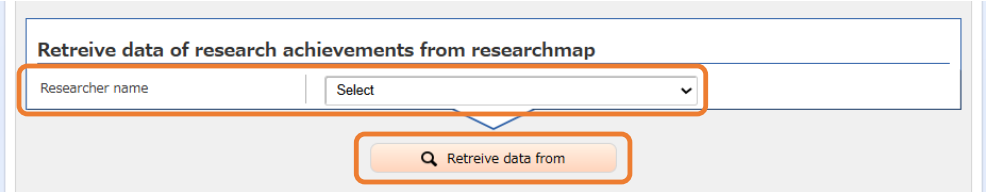
(1) Click the "Add line" link and enter information about the research papers, conference presentations, books, and intellectual property rights of the researchers who will conduct the research, as well as information specified by the funding agency about the achievements.

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.

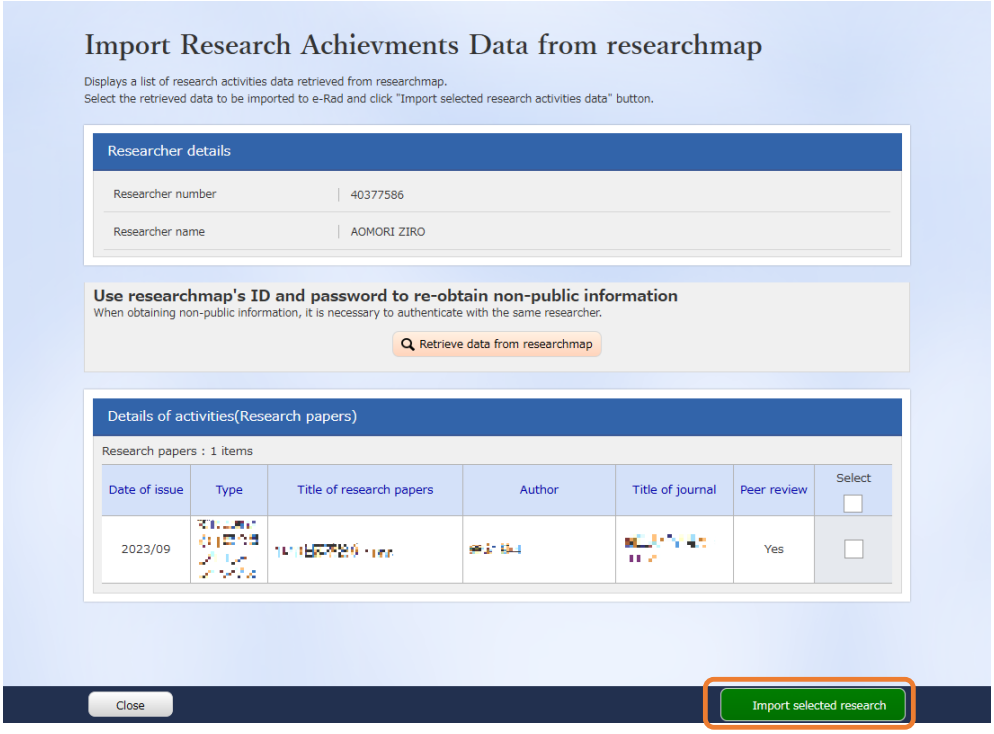
Note

How to obtain research achievements

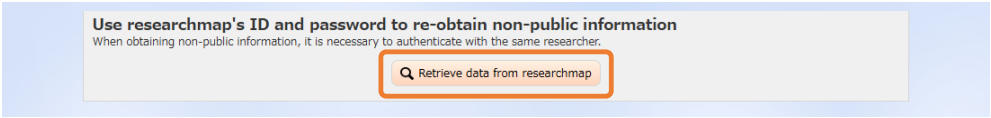
○ To obtain research achievements, select a researcher name from the drop-down list. After selecting a researcher name, click the “Retrieve data from” button.



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.

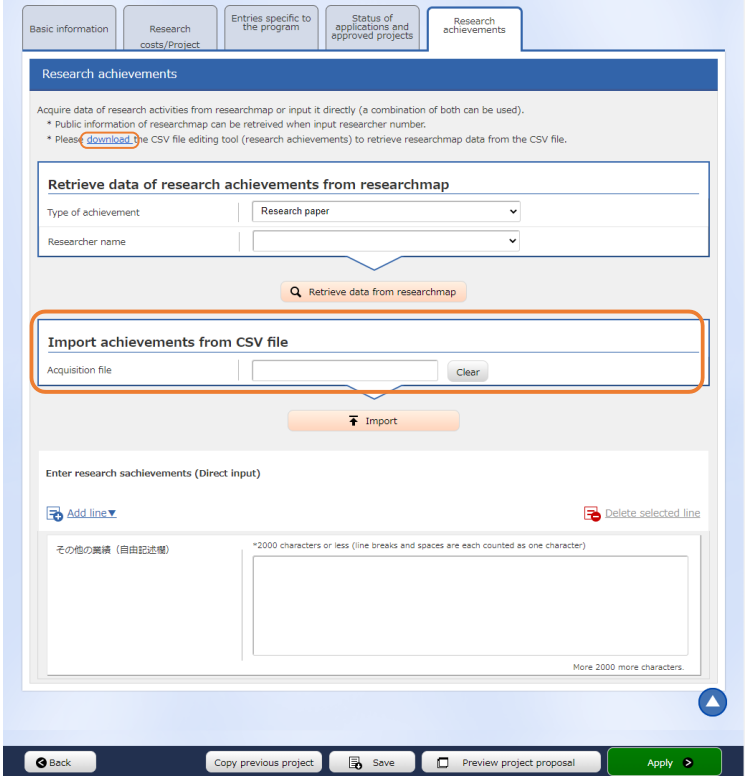
Note

Research achievements

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

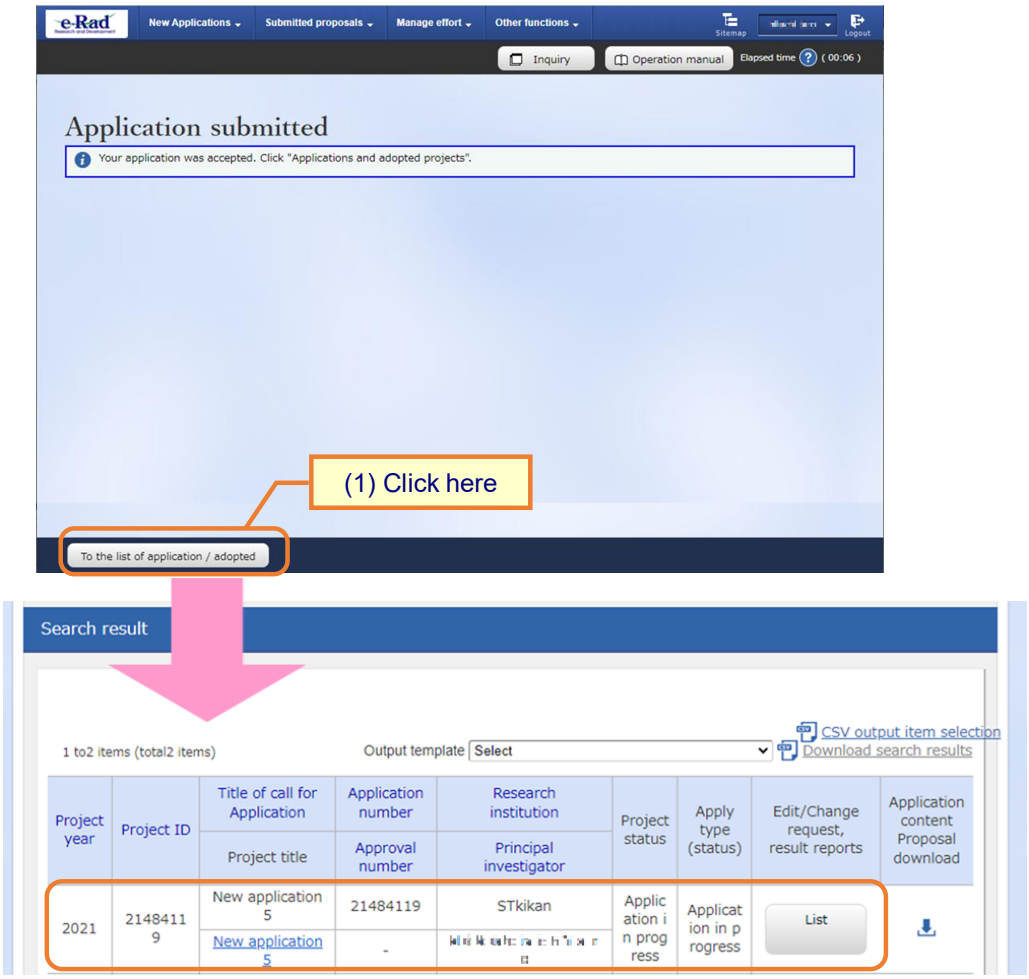
The CSV file to be referenced must be a file output by the CSV editing tool.

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".

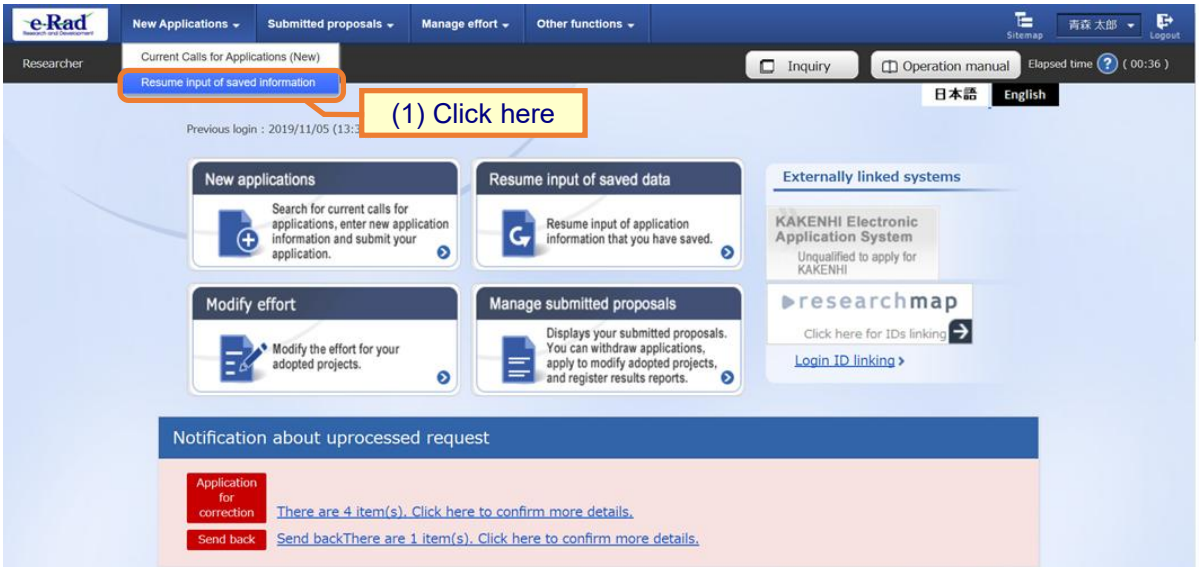
This explains the procedure for creating a new application.

1.2 Resuming saved input

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

Instructions

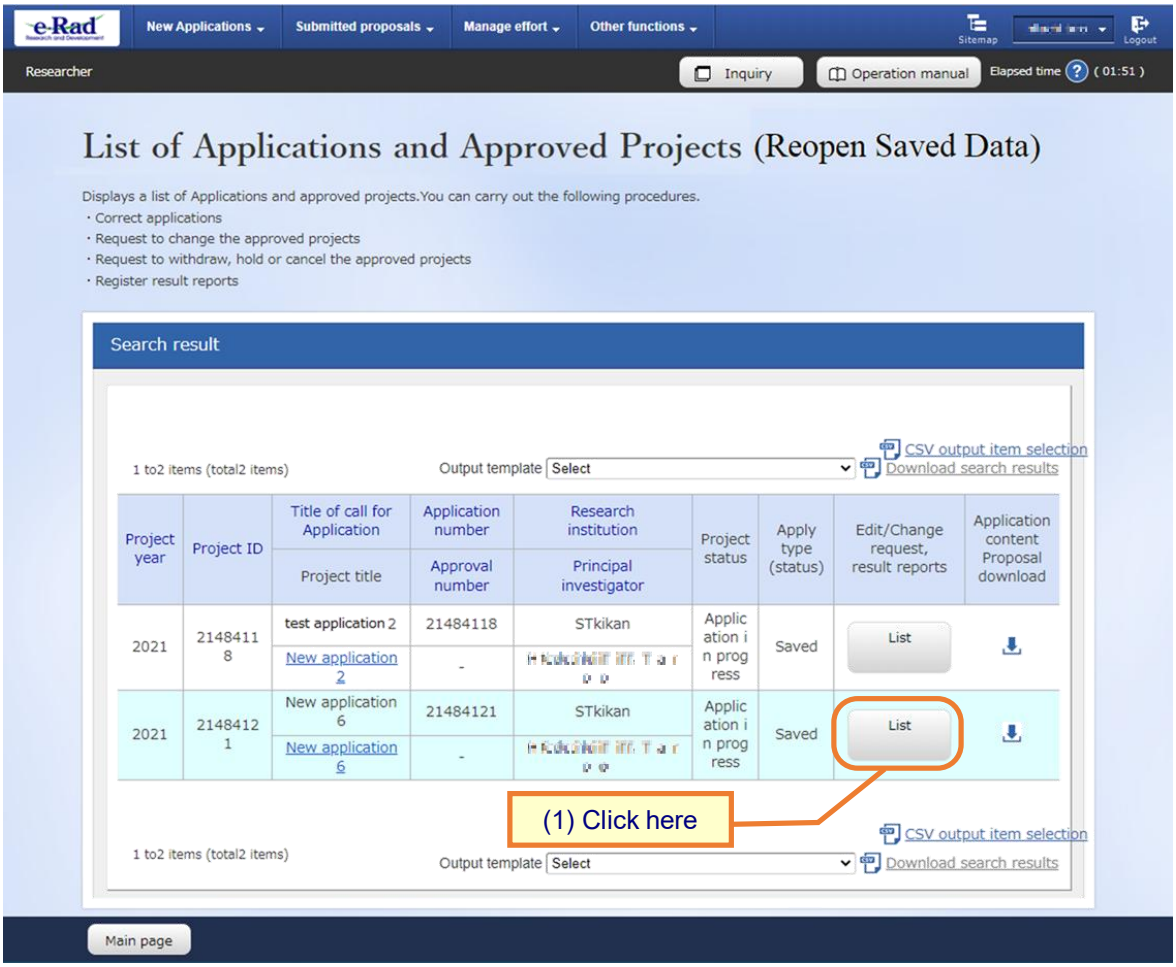
(1) Selection in the Global Menu



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

(2) Search for your project

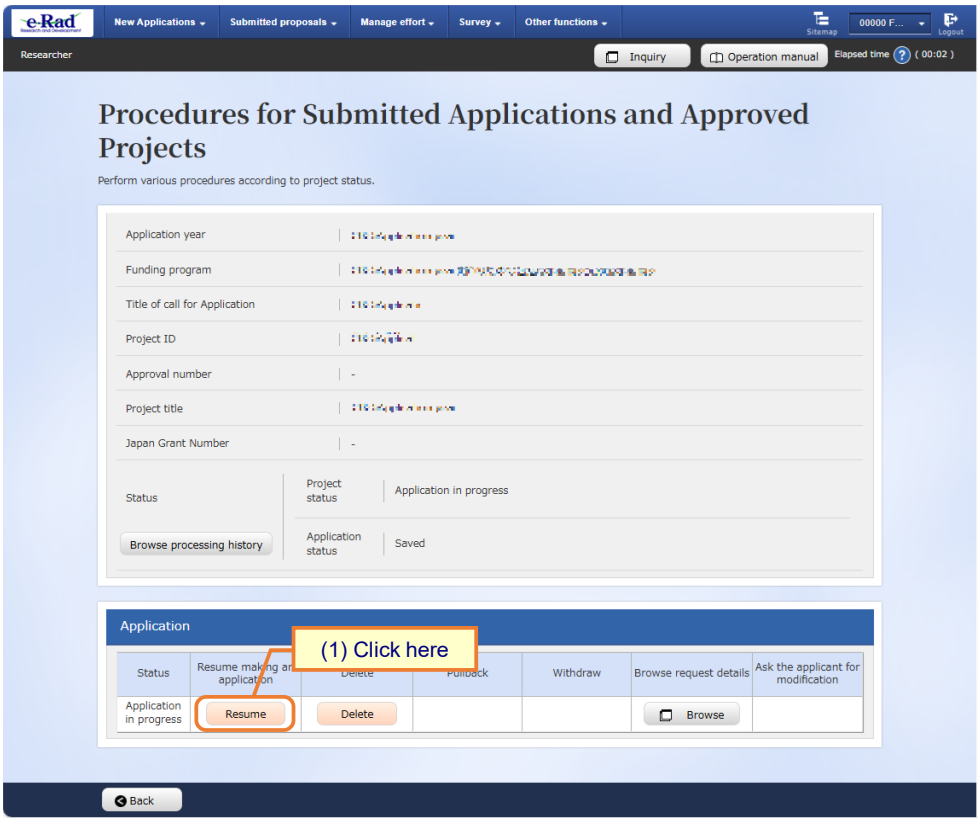
The [List of Applications and Approved Projects (Reopen Saved Data)] screen is displayed.



(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.

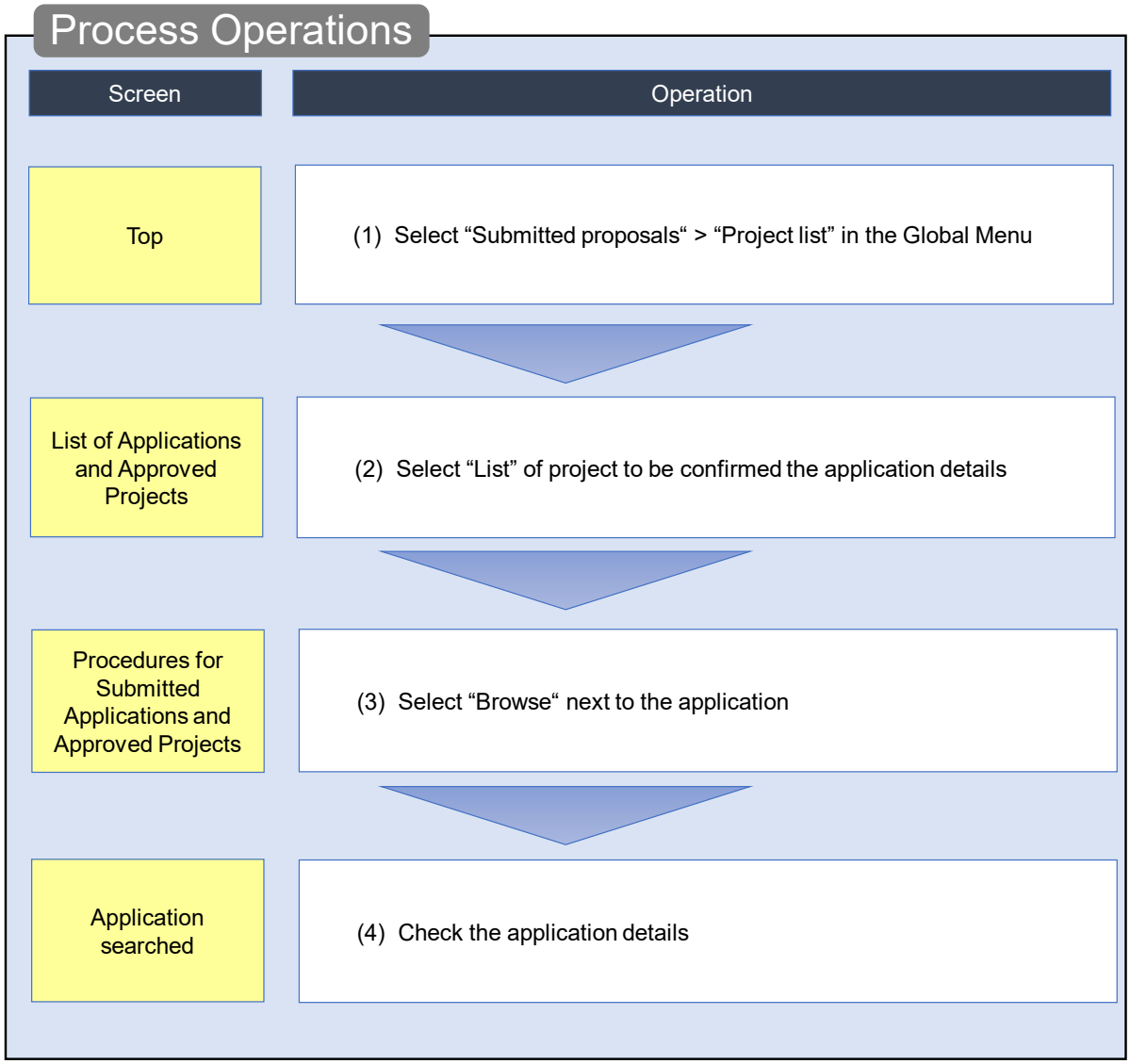


(1) Click the "Resume" button next to the application.

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

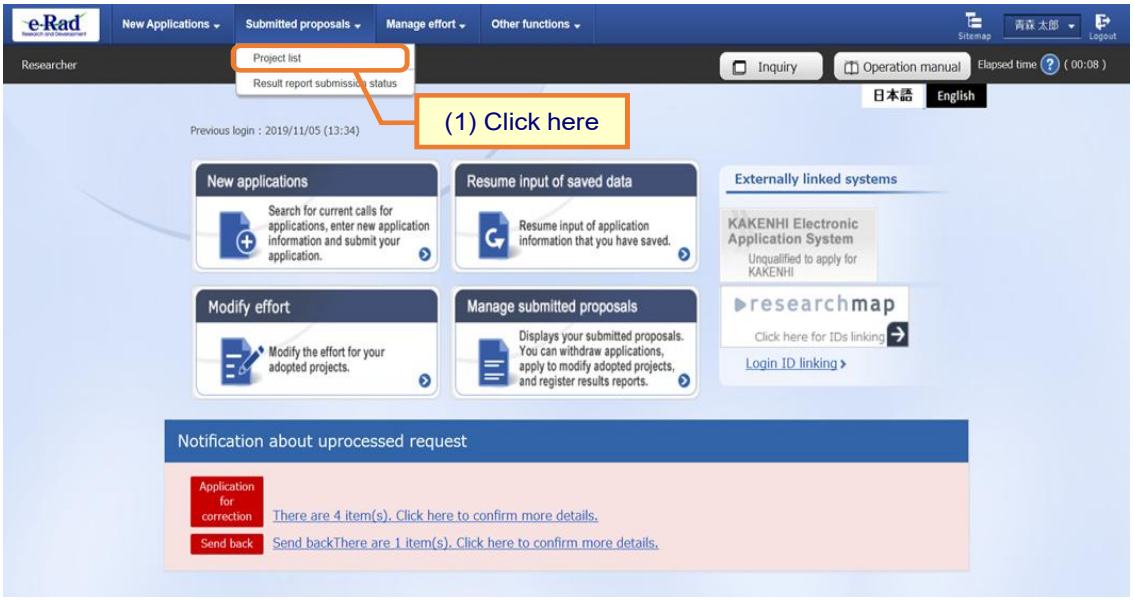
1.3 Checking application details

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



Instructions

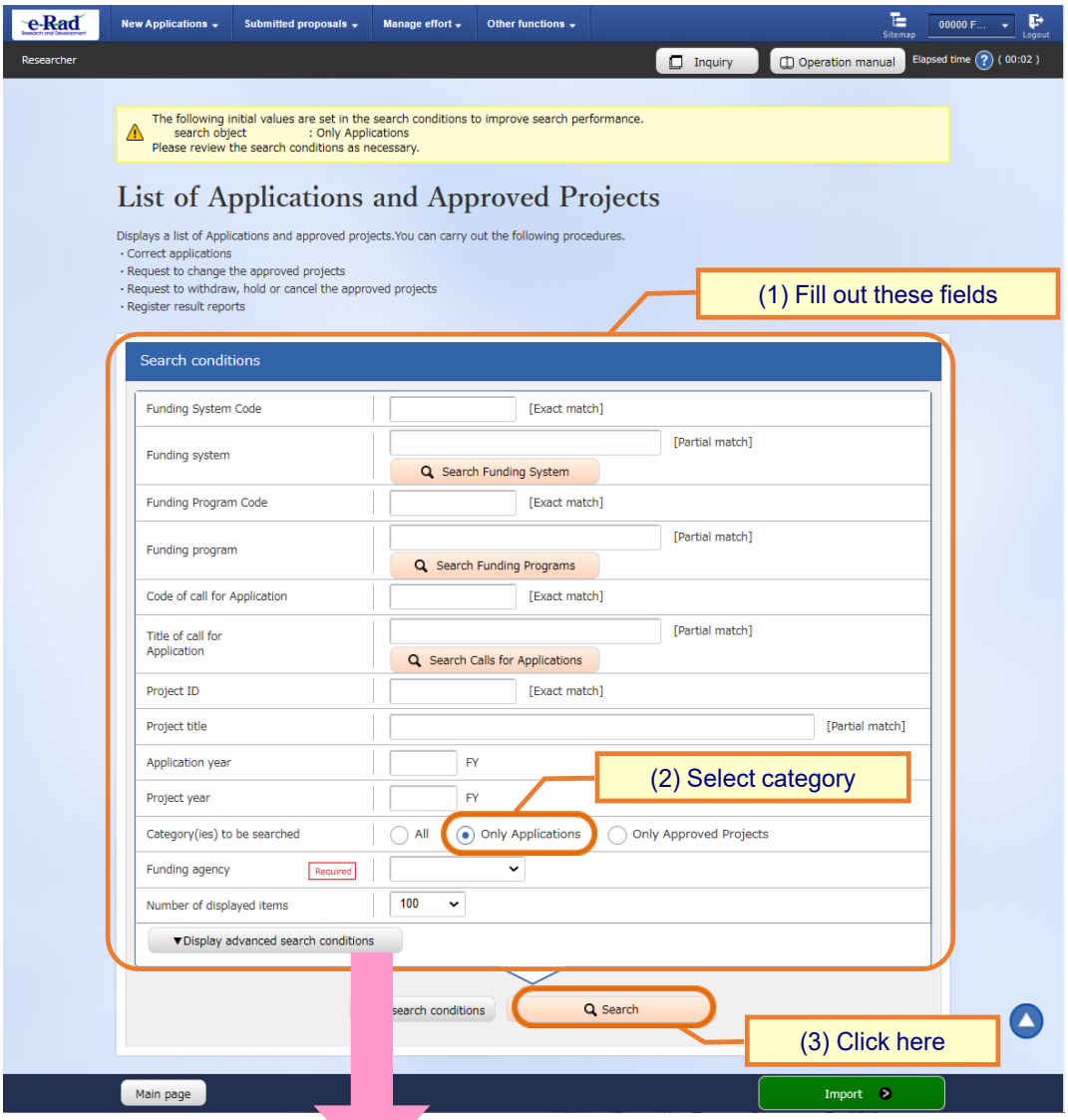
(1) Selection in the Global Menu

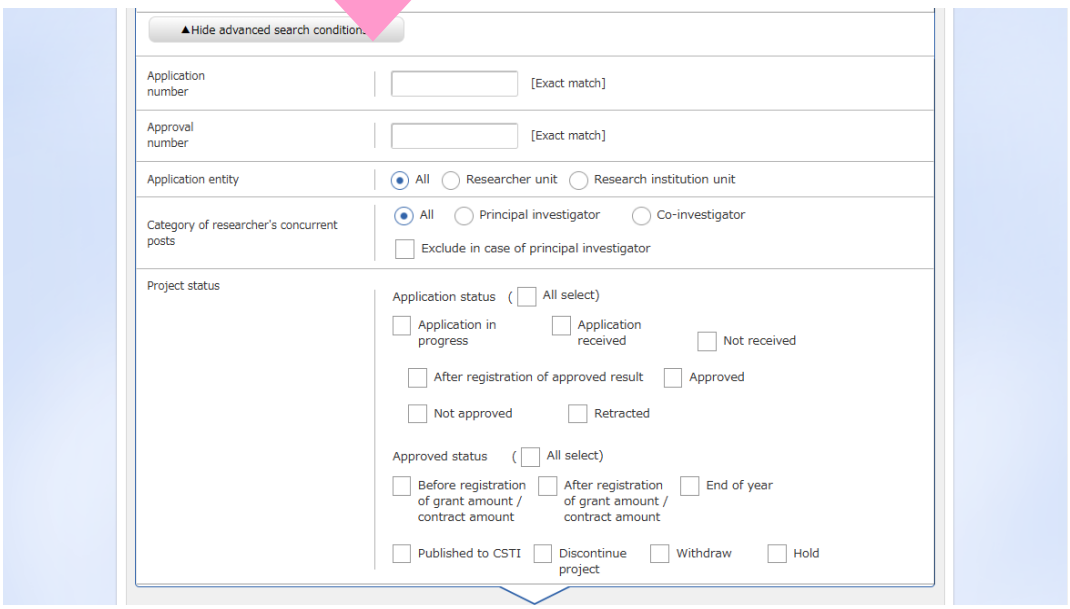


(1) Click "Submitted proposals" > "Project list" in the Global Menu in the top screen.

(2) Search for your project

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





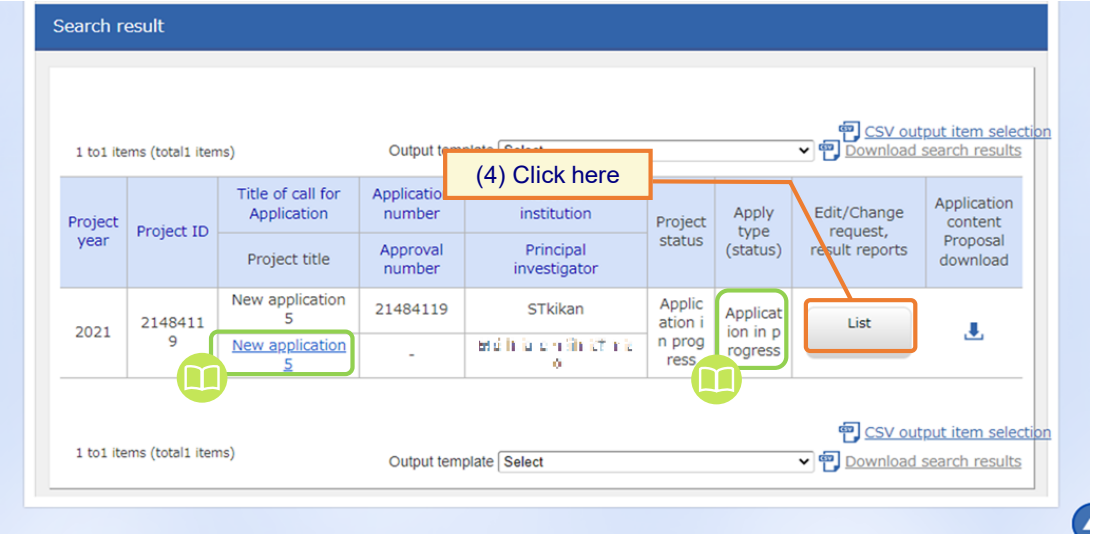
(1) Input search terms.

(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 results are displayed.



(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.

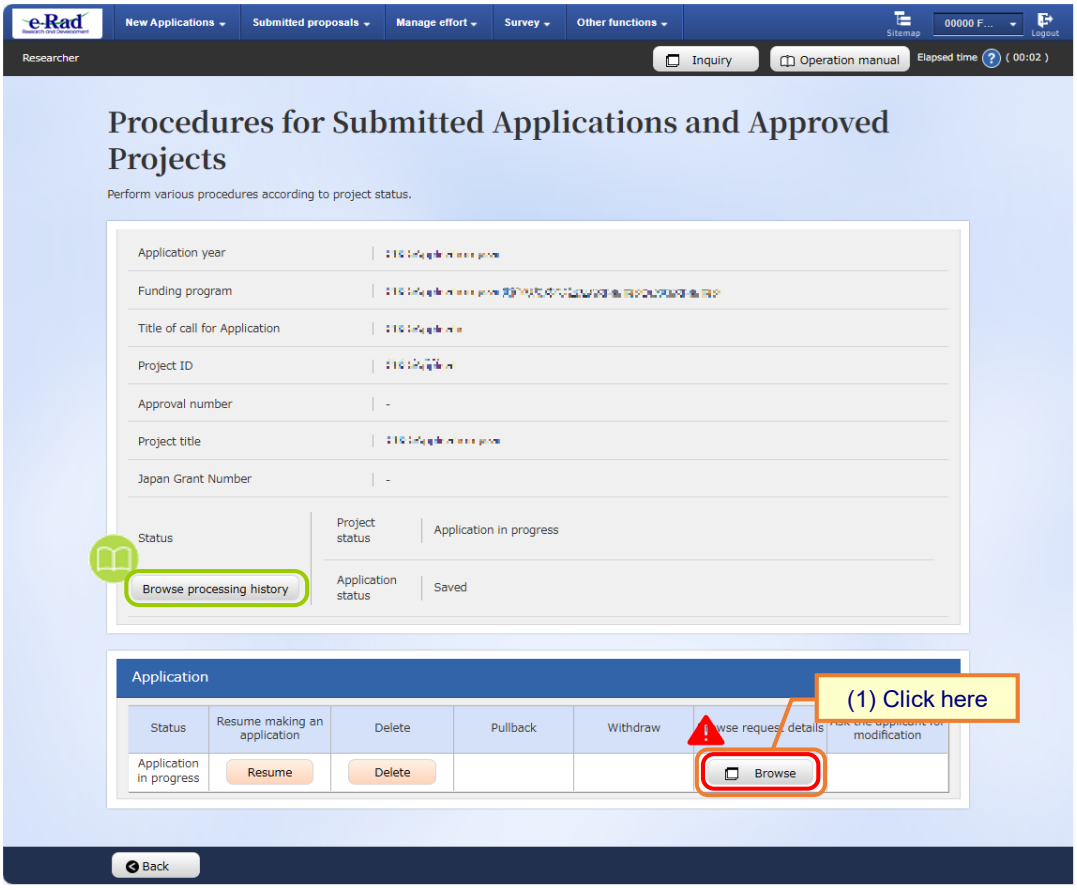
・" Accepted": Your project application was accepted by the Funding agency.

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

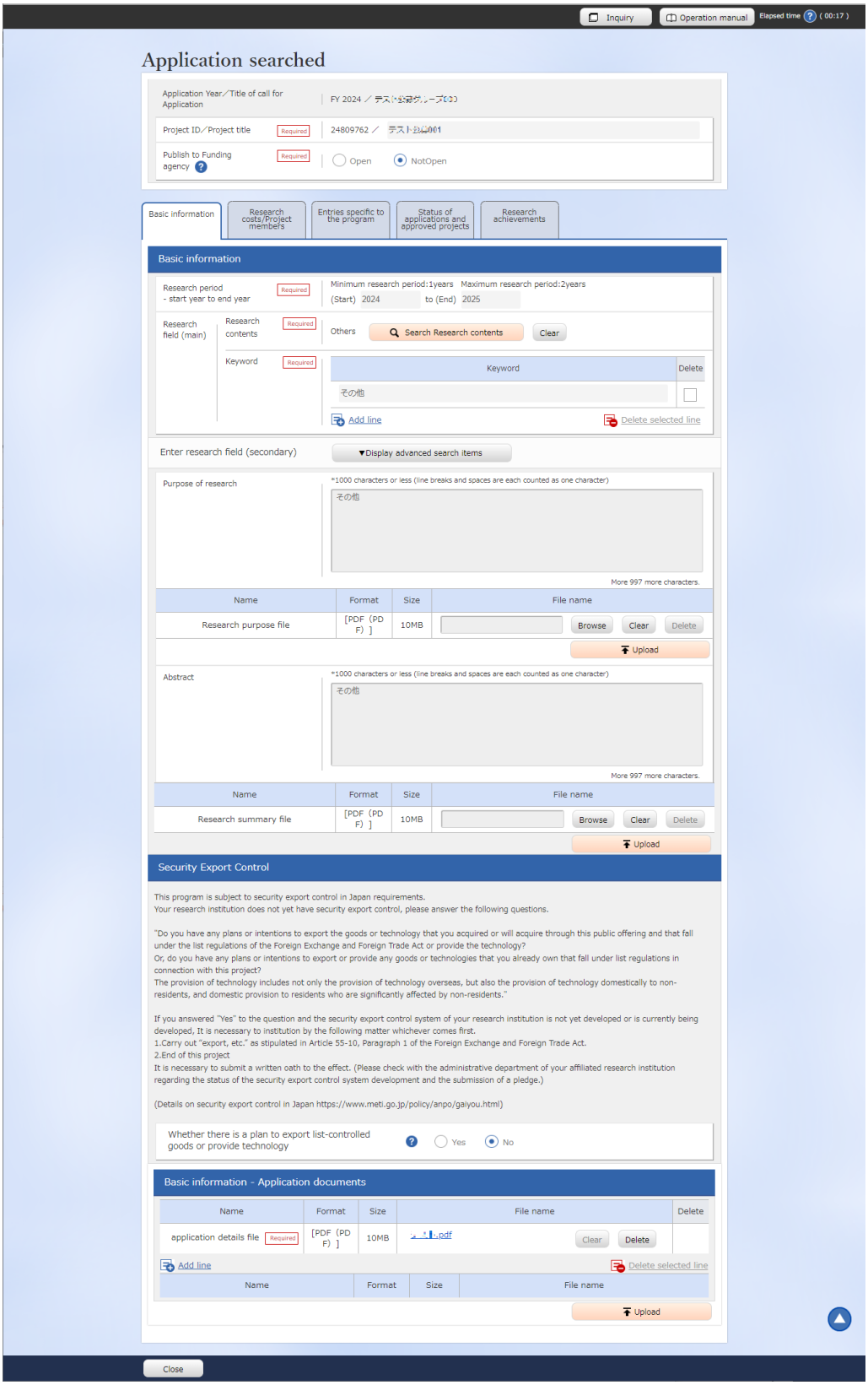
- You can check the operation history such as the submission/approval date of the project application.

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

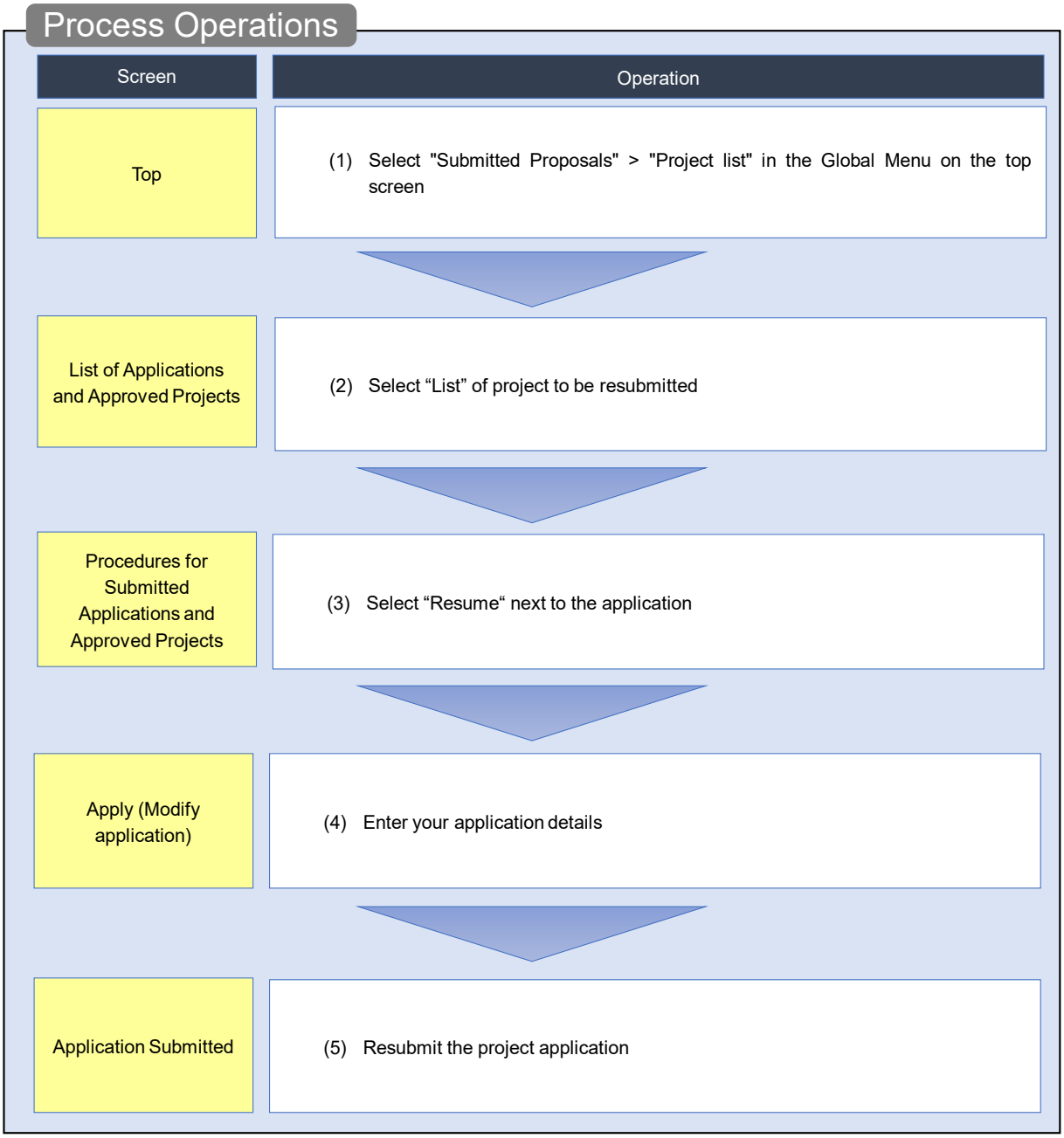
The [Application searched] screen is displayed.You can check the application details.



This section explains how to check the application details.

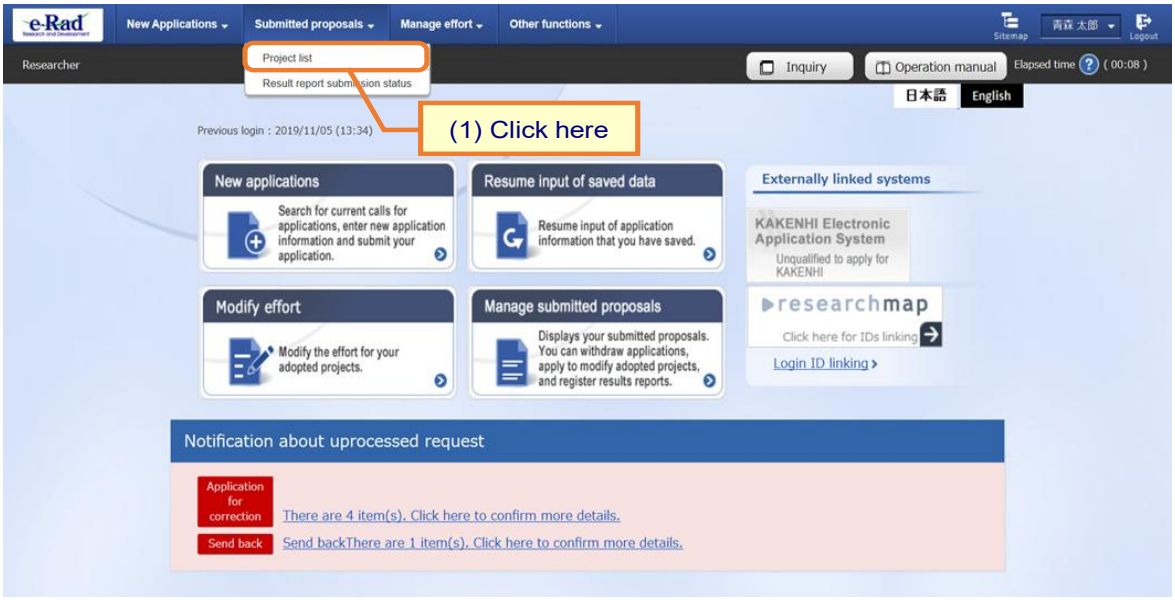
1.4 Resubmitting a Project Application

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

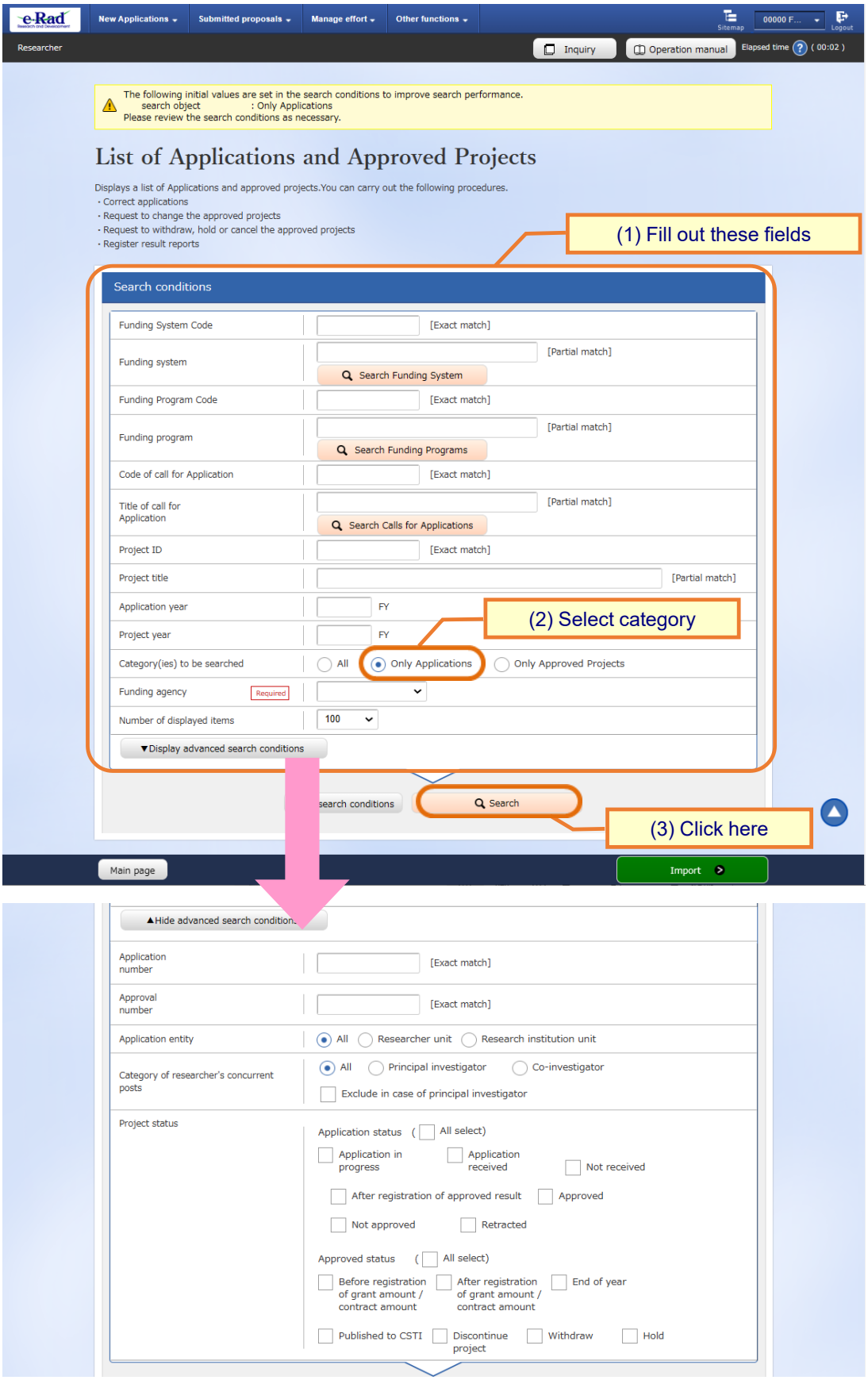
(1) Selection in the Global Menu



(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.



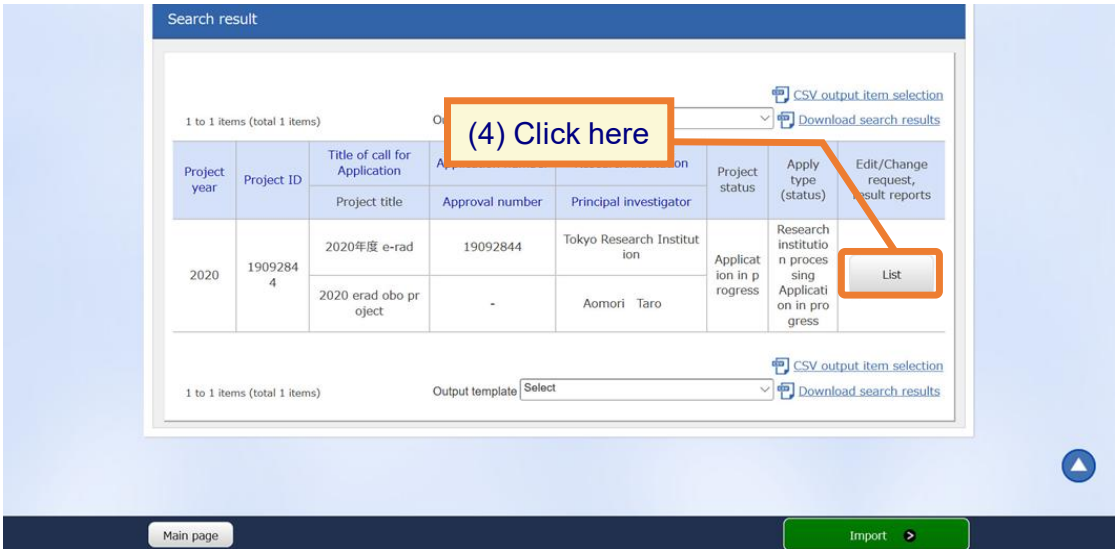
(1) Input search terms.

(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.

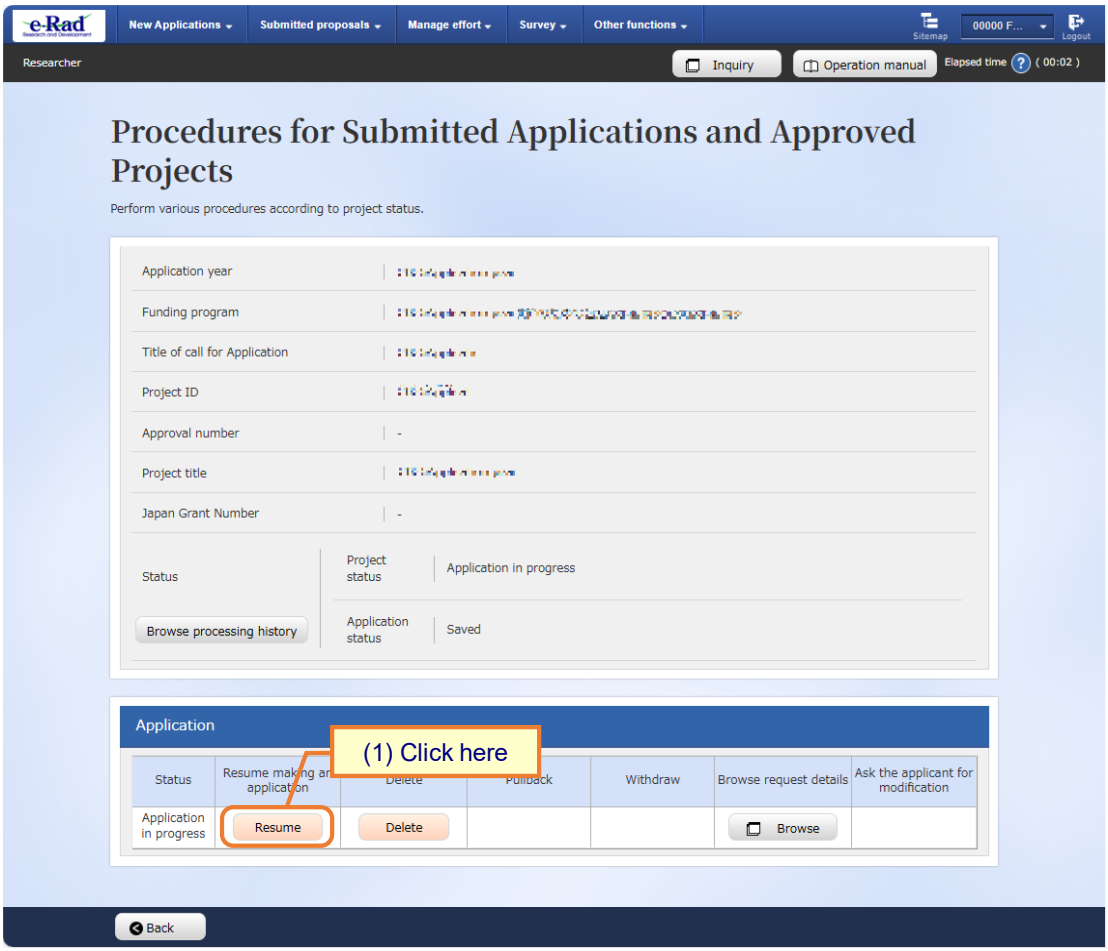
The search results are displayed.



(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.

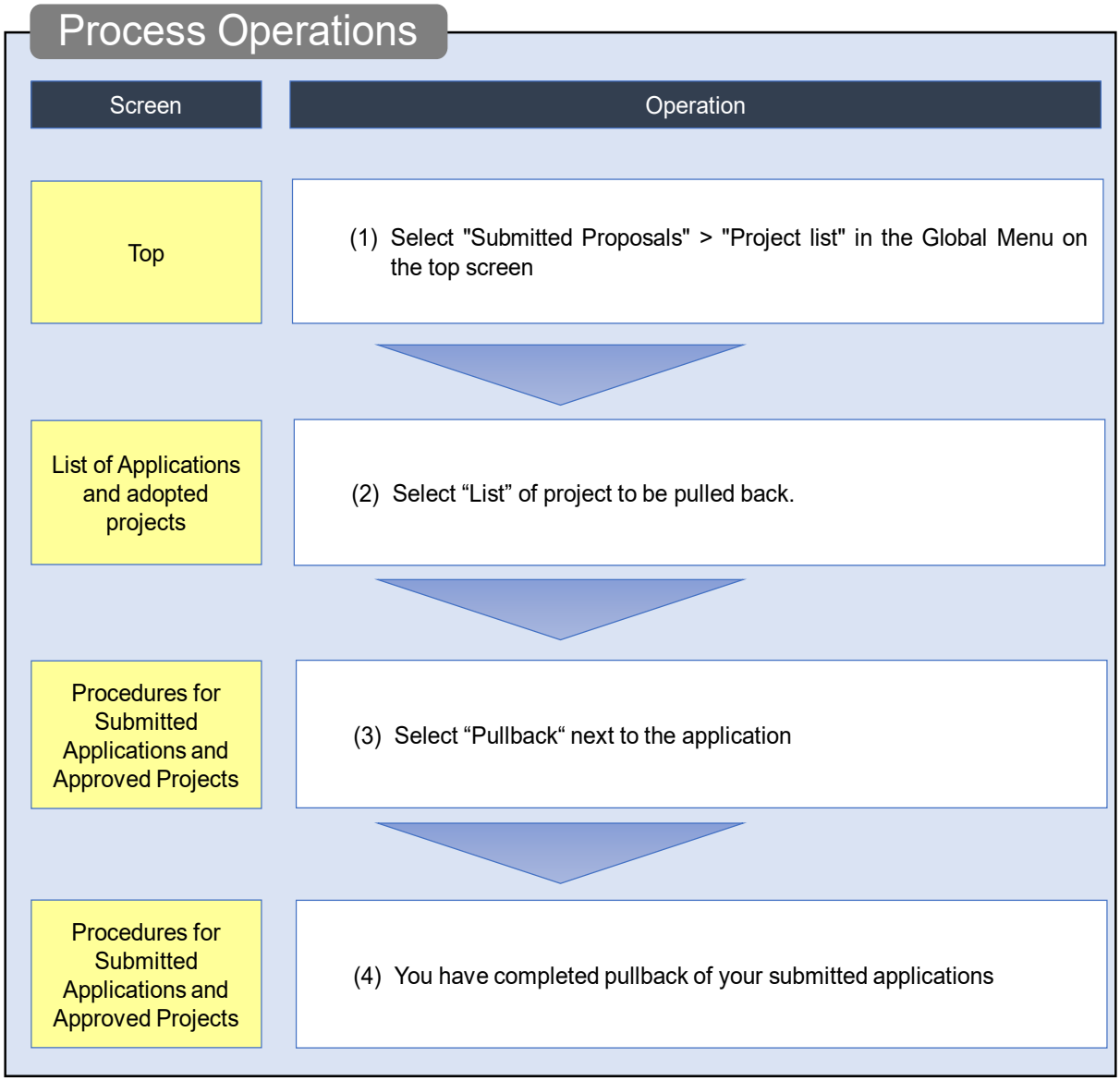


(1) Click the "Resume" button next to the application.

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

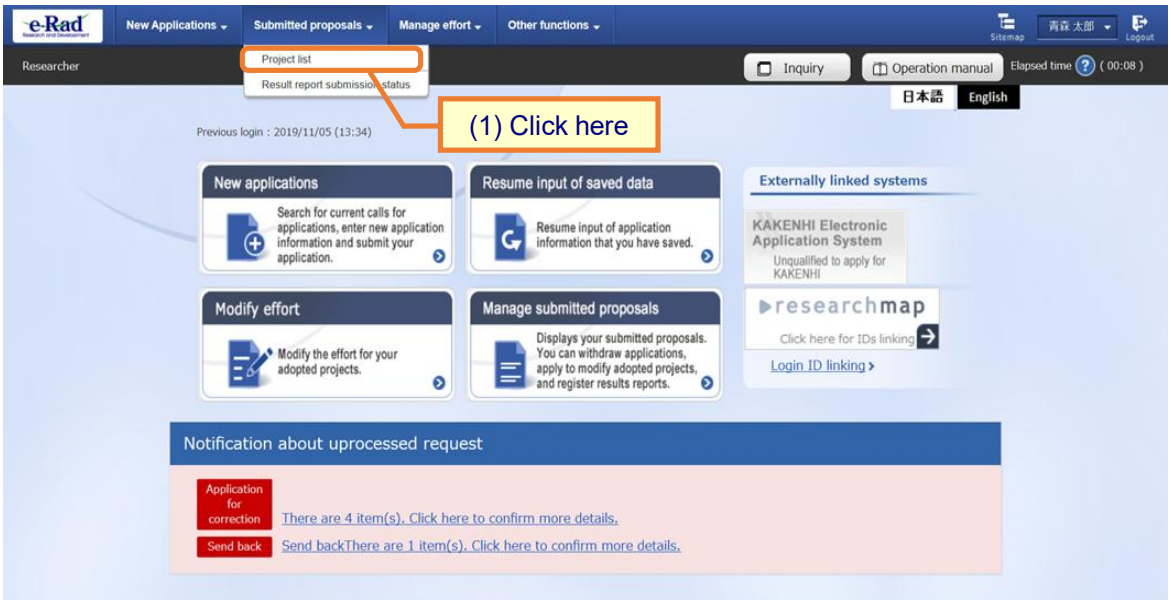
1.5 Pull back a project application

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



Instructions

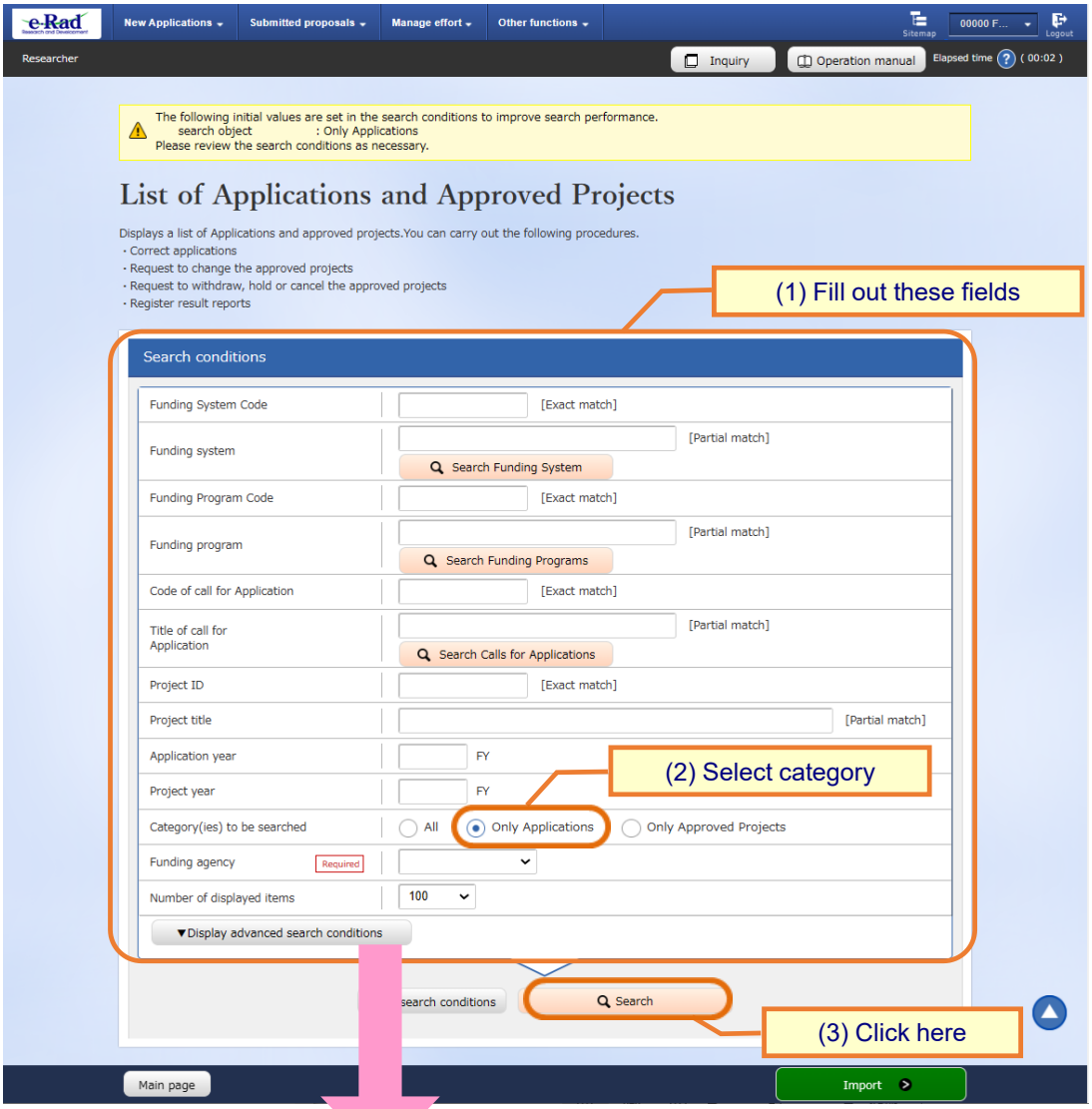
(1) Selection in the Global Menu

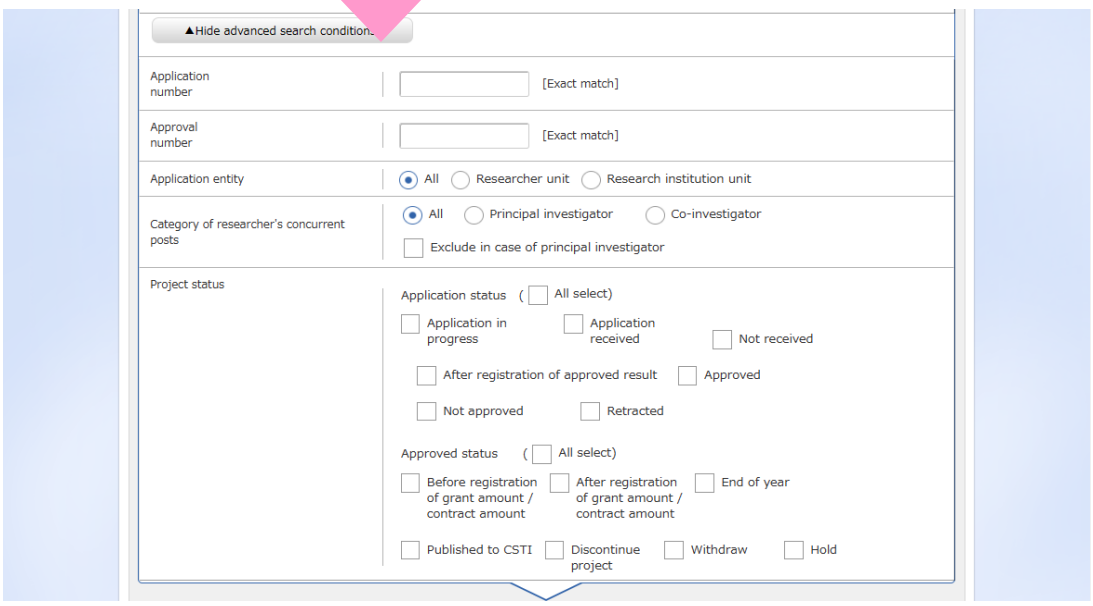


(1) Click "Submitted proposals" > "Project list" in the Global Menu on the top screen.

(2) Search for your Application

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





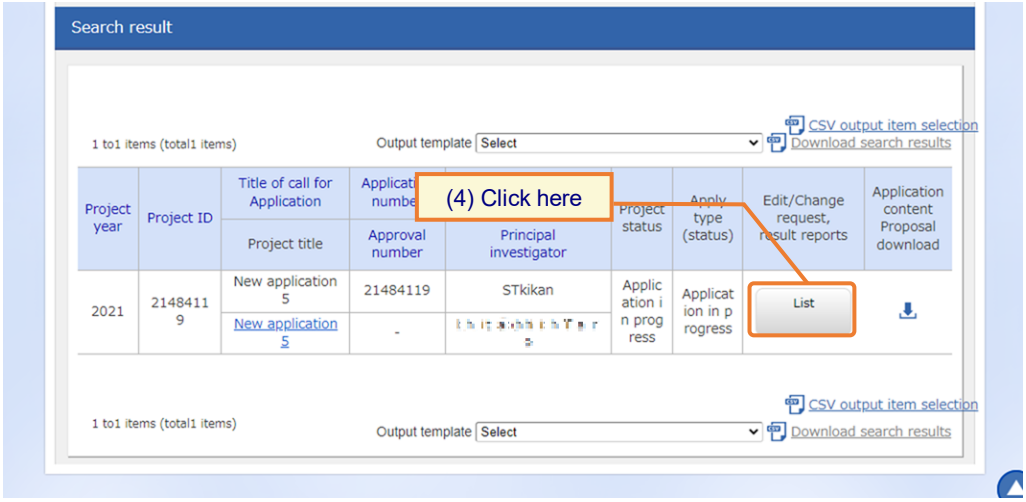
(1) Input search terms.

(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.

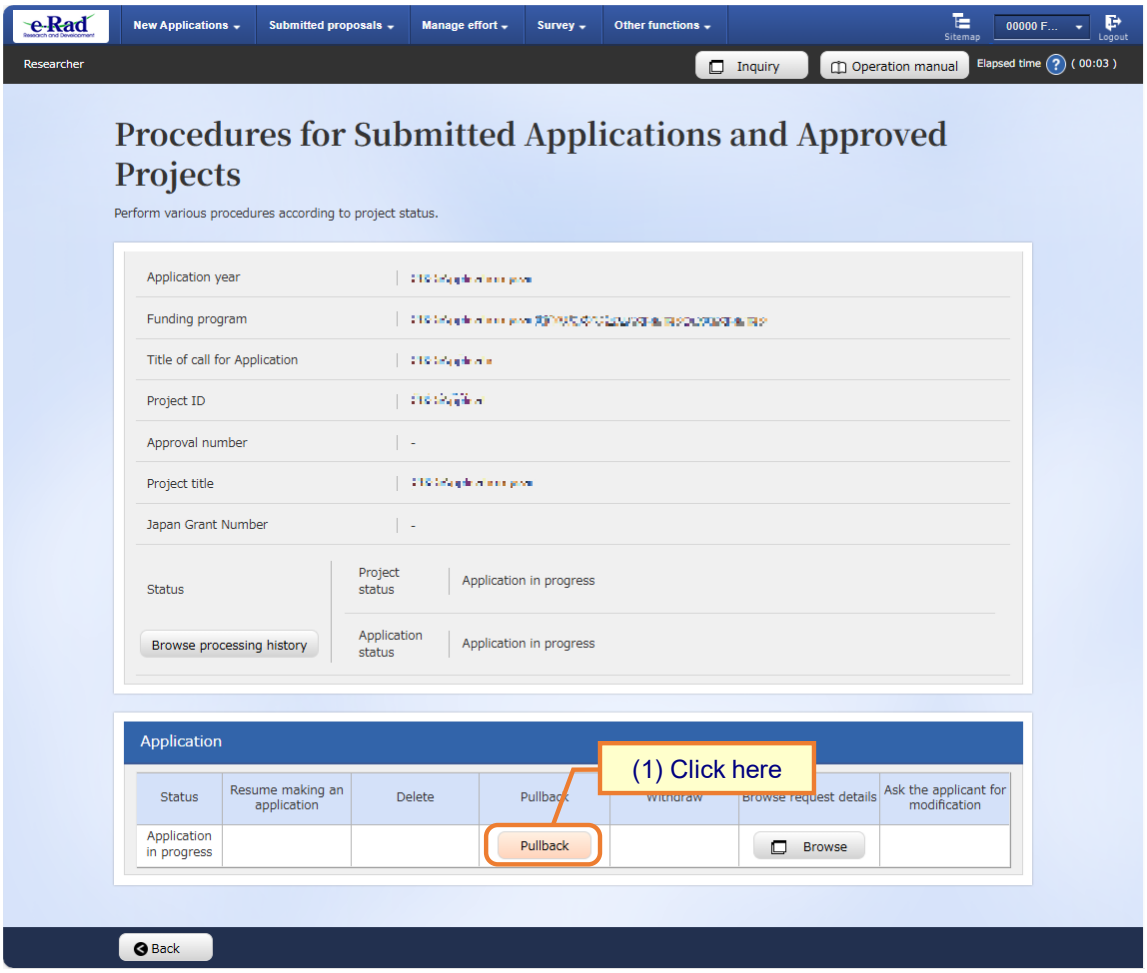
The search results are displayed.



(4) Click the "List" button.

(3) Select "Pullback" next to the application

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



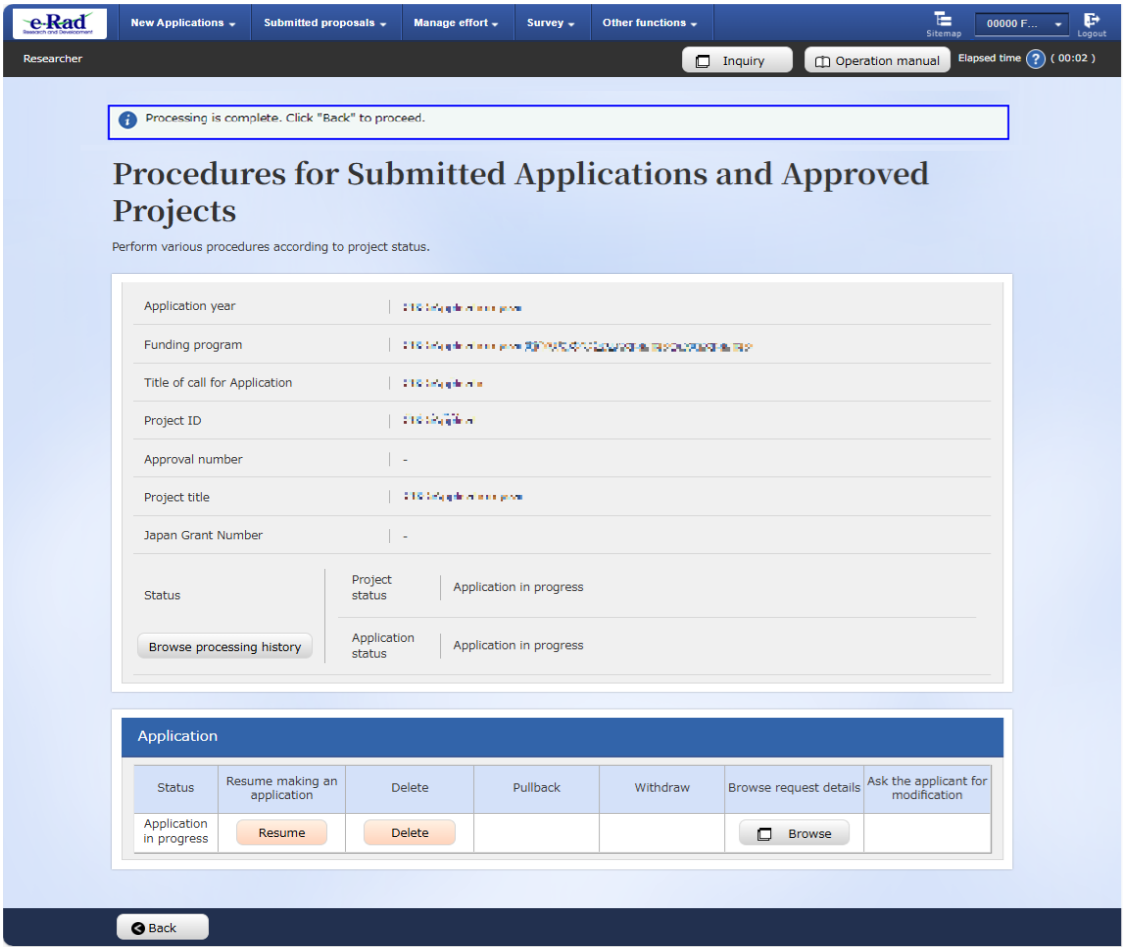
(1) Click the "Pullback" button next to the application.

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

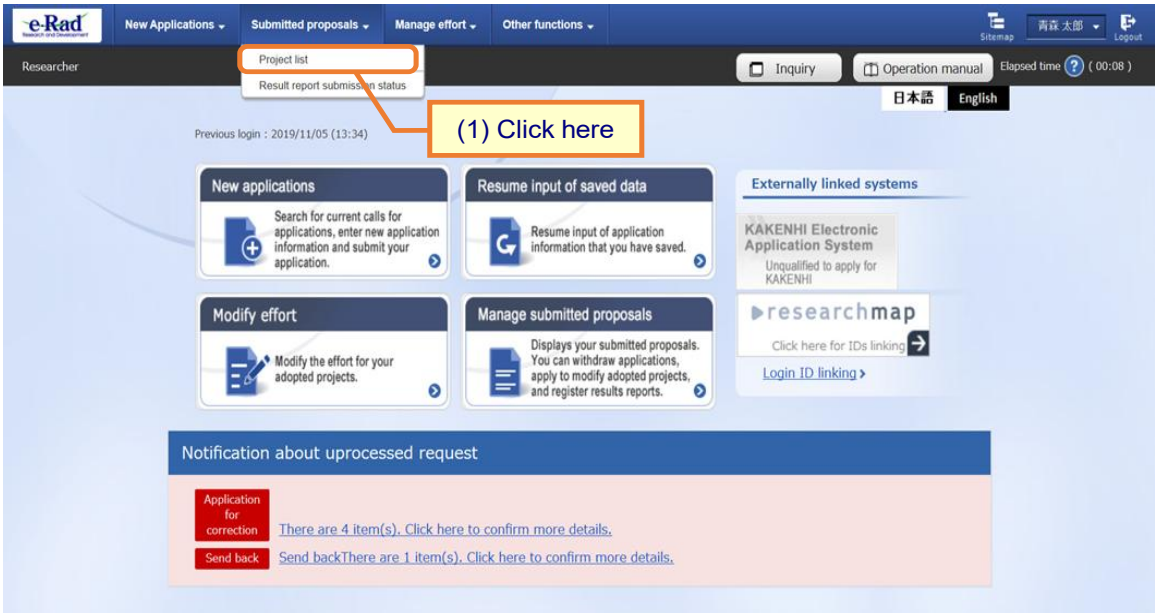
This section explains how to withdraw a project application accepted by Funding agency.

Process Operations

Screen	Operation
Top	(1) Select "Submitted Proposals" > "Project list" in the Global Menu on the top screen
List of Applications and Adopted Projects	(2) Select “List” of project to be withdrawn.
Procedures for Submitted Applications and Approved Projects	(3) Select “Withdraw“ next to the application
Withdrawal of Application	(4) Input your reason for withdrawal
Withdrawal of Application	(5) Your request to withdraw your application is completed.

Instructions

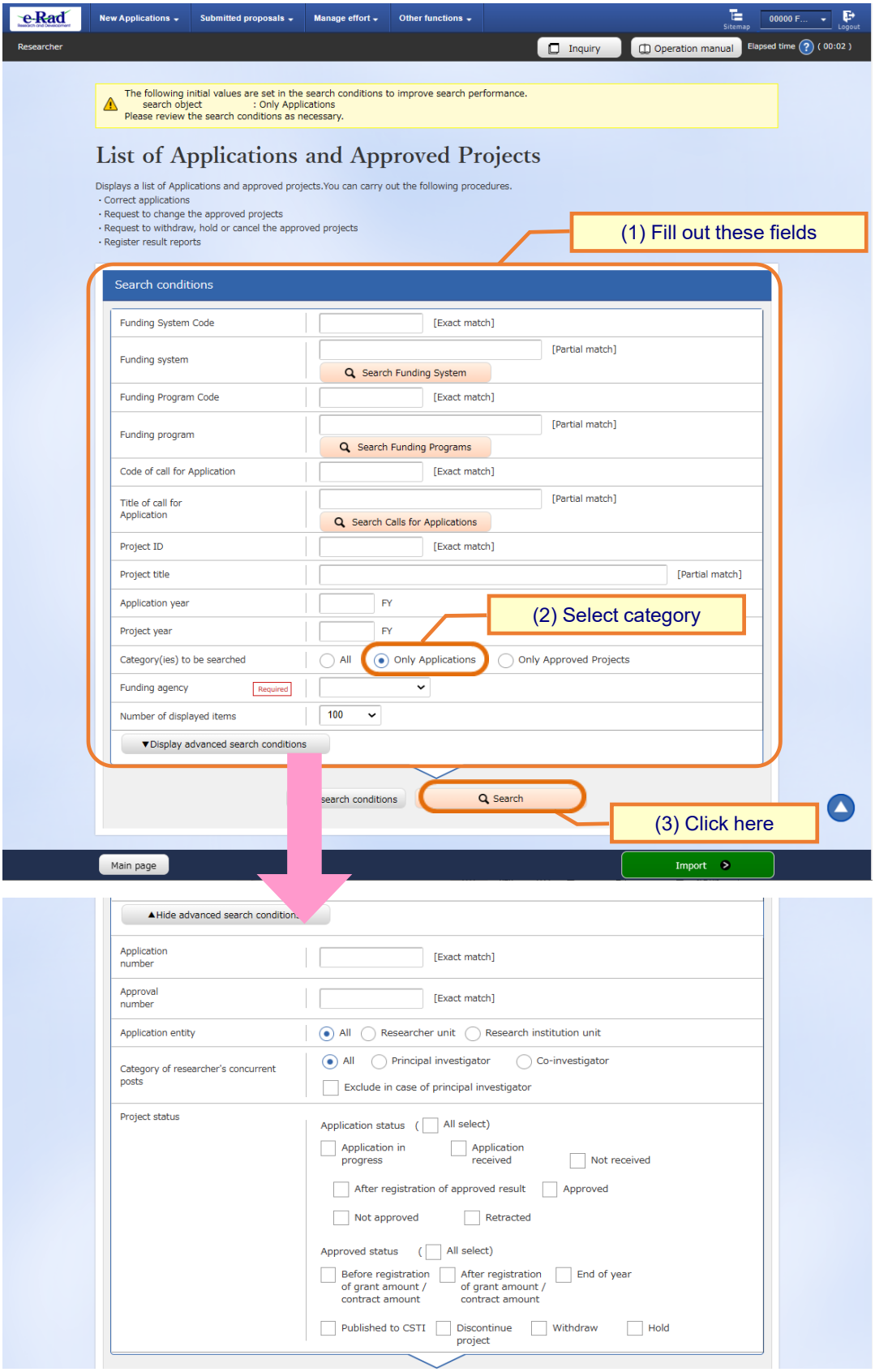
(1) Selection in the Global Menu



(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.



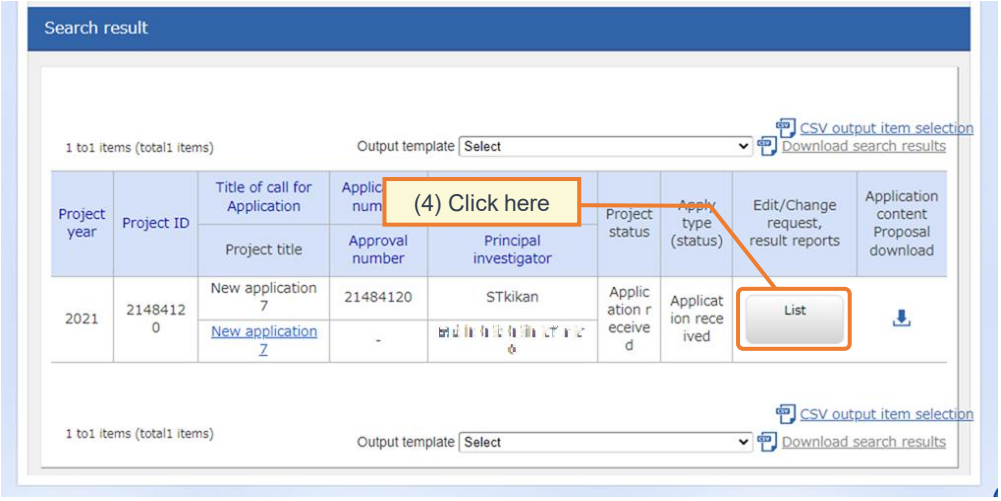
(1) Input search terms.

(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.

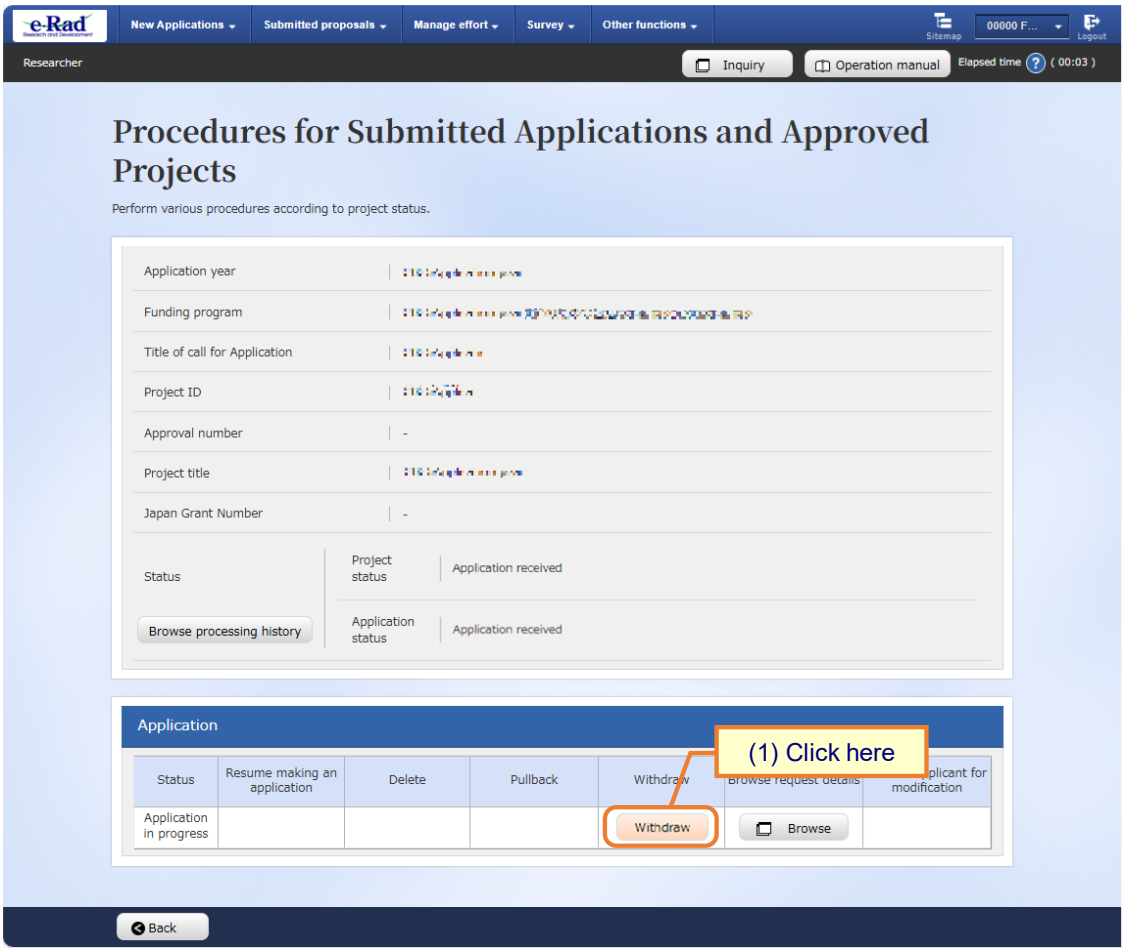
The search results are displayed.



(4) Click the "List" button.

(3) Select "Withdraw" next to the application

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



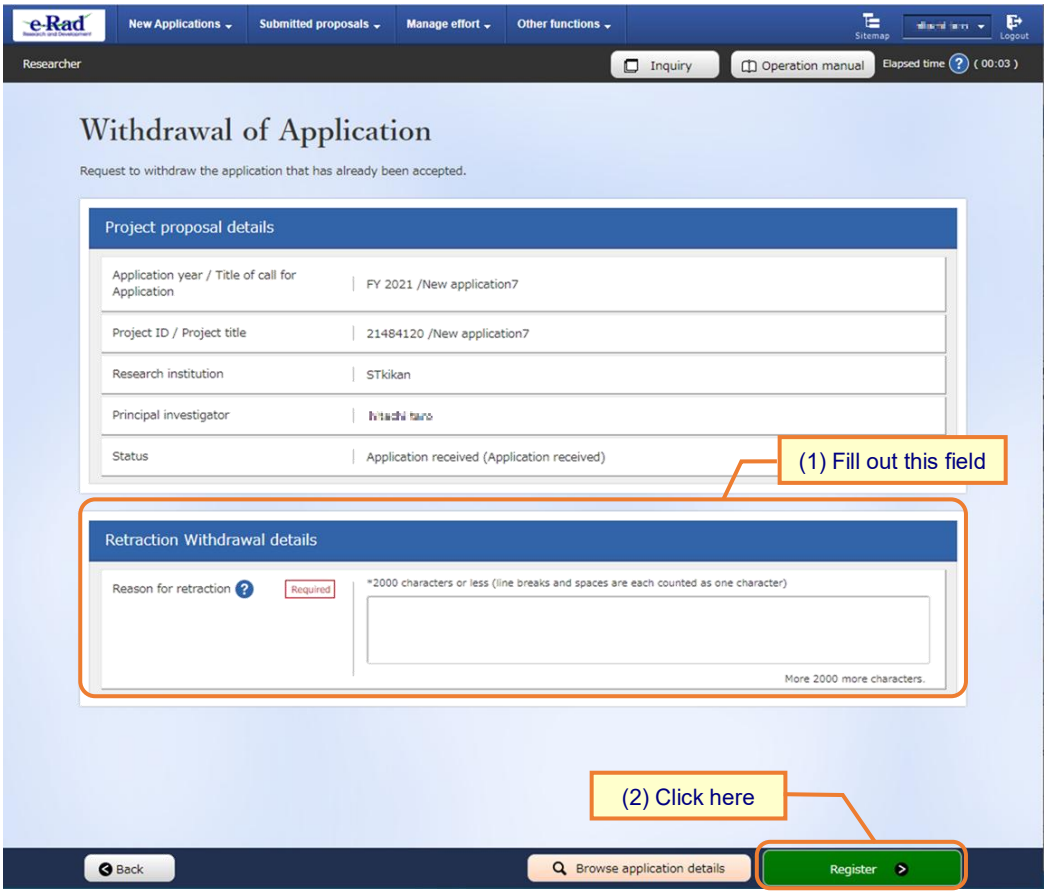
(1) Click the "Withdraw" button next to the application.

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.

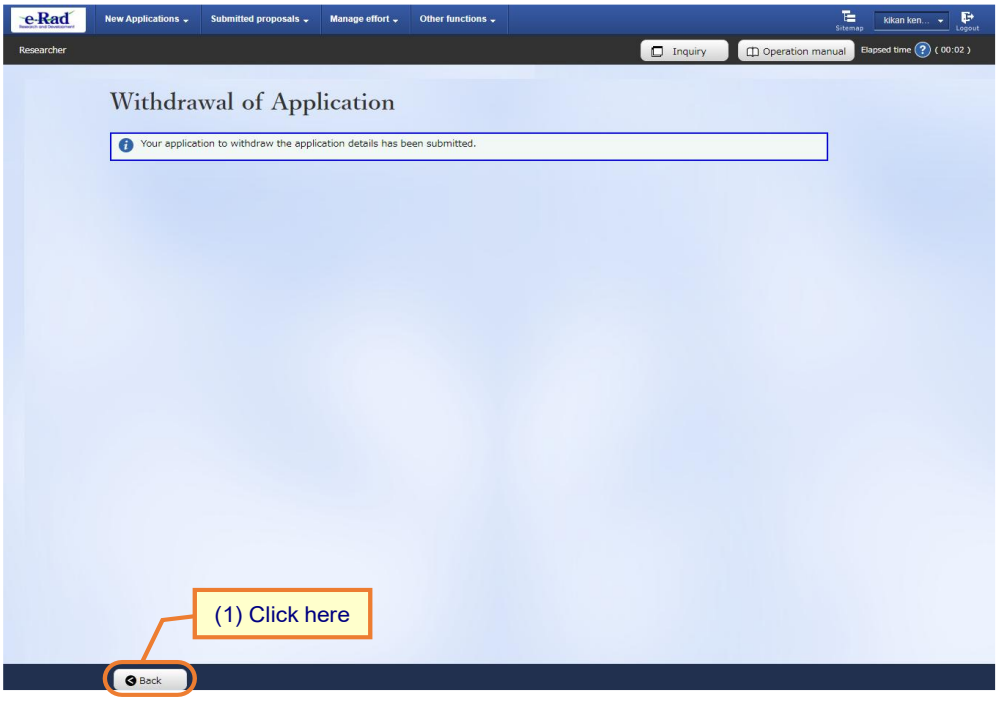


(1) Input the details.

(2) Click the "Register" button.

(5) Withdrawal Request Submitted

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



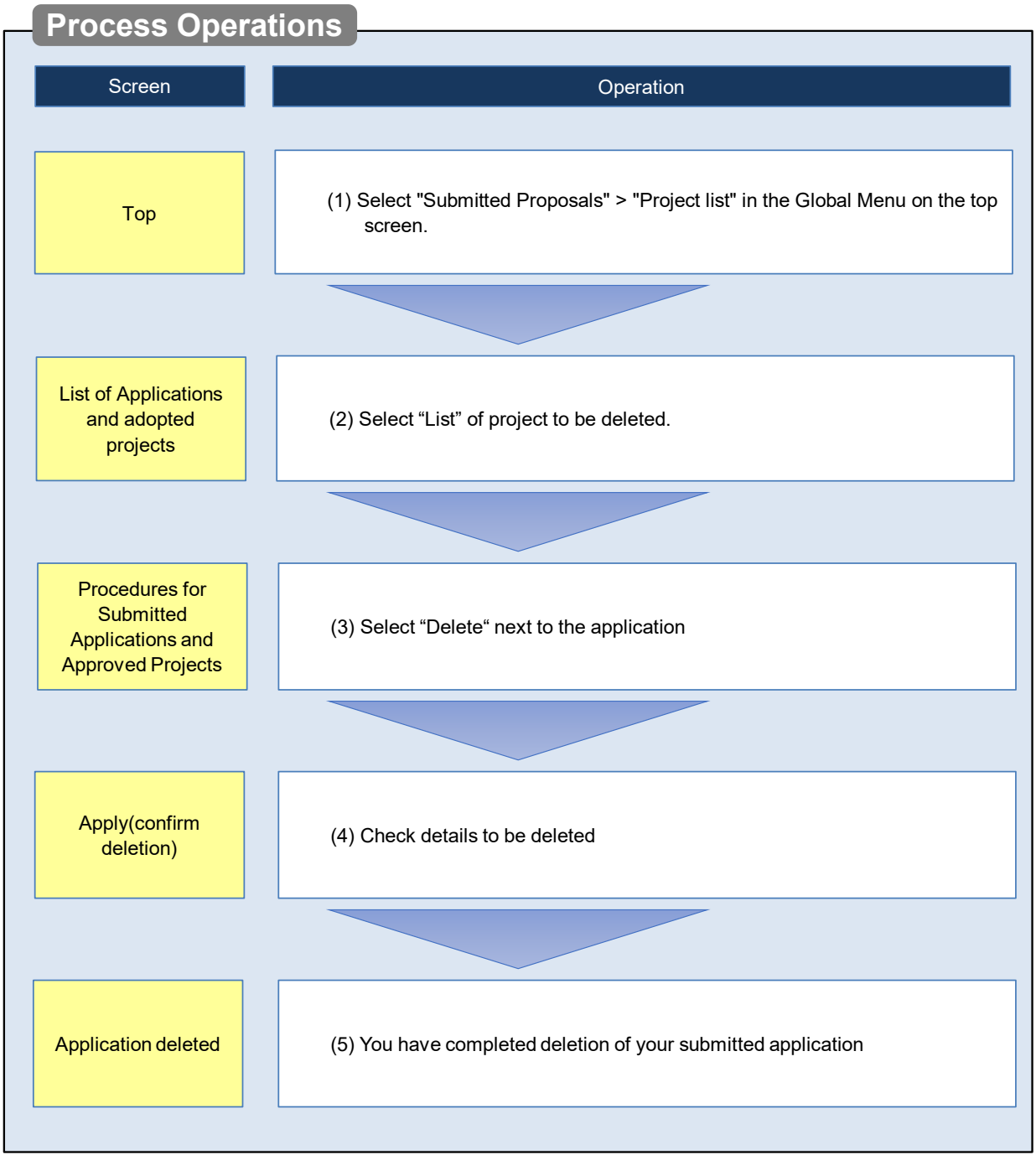
(1) Click "Back " to check the "project status" and "Apply type(status)" of your project application.

- 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.

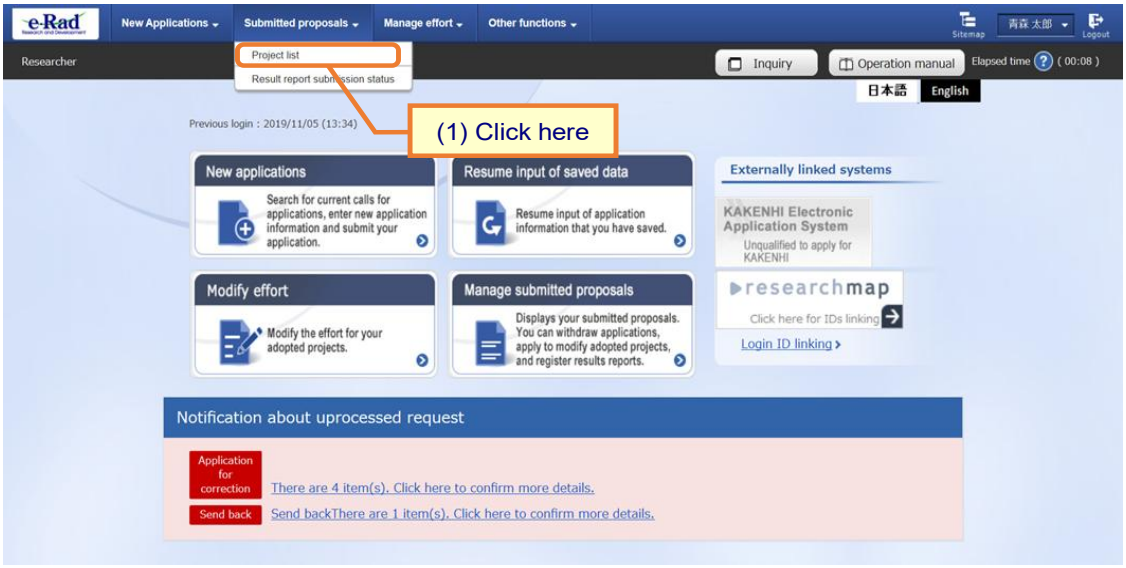
1.7 Delete a Project Application

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



Instructions

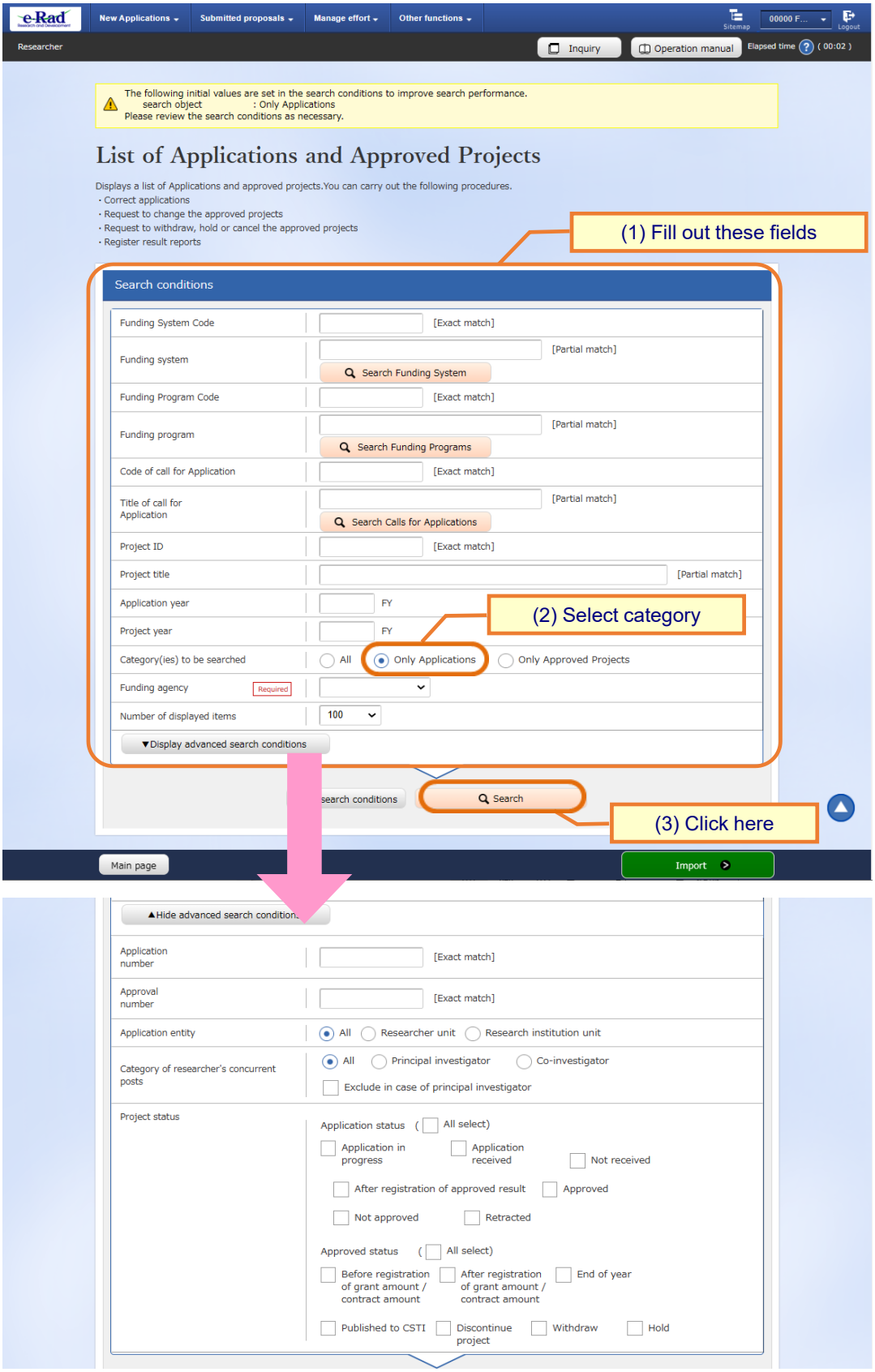
(1) Selection in the Global Menu



(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.



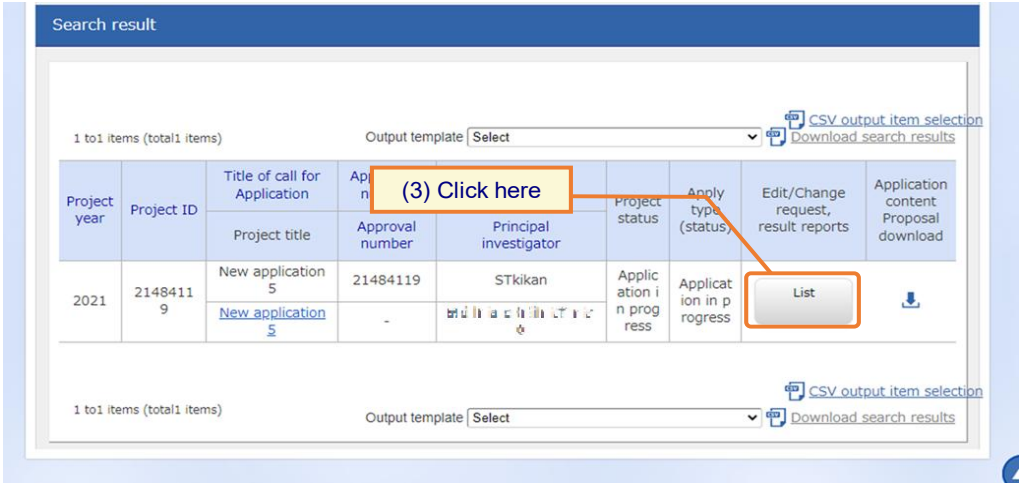
(1) Input search terms.

(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.

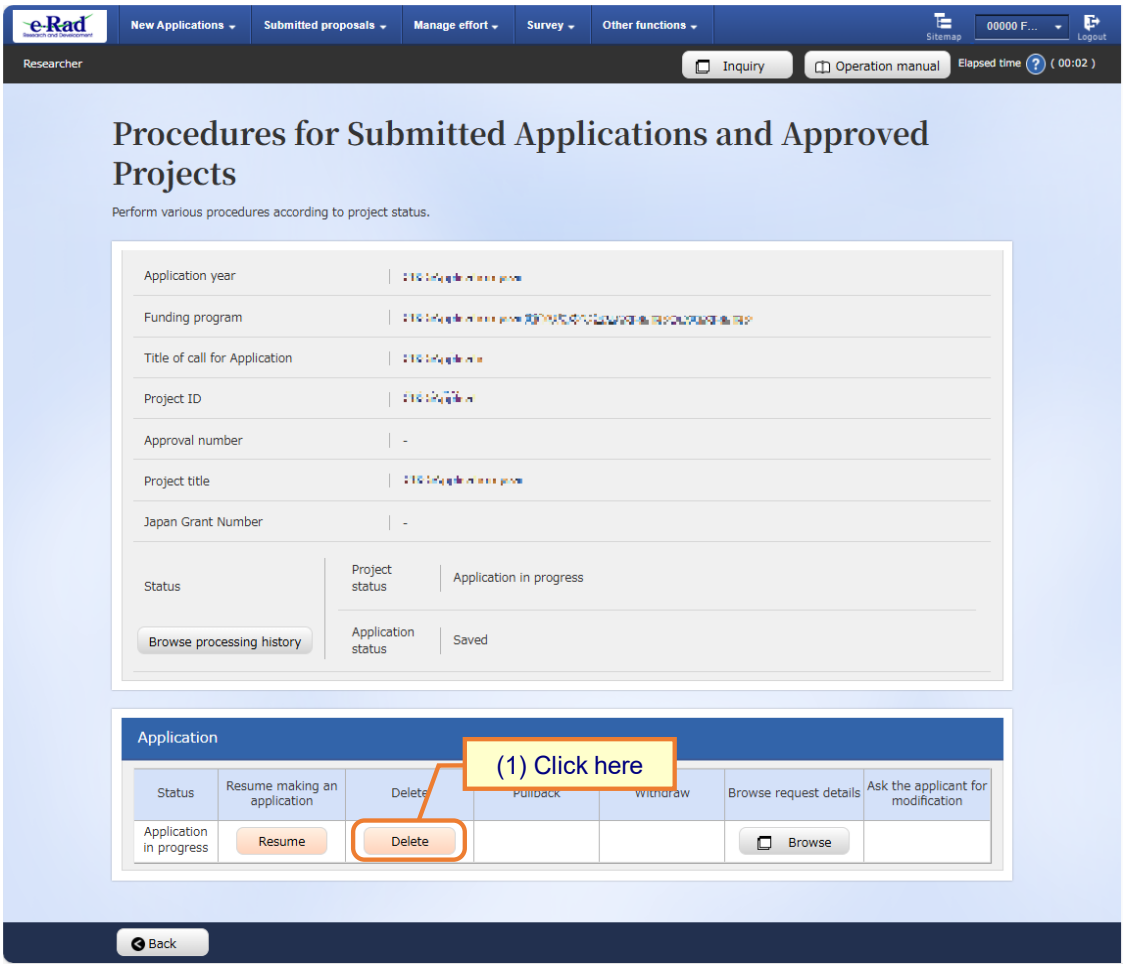
The search results are displayed.



(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.

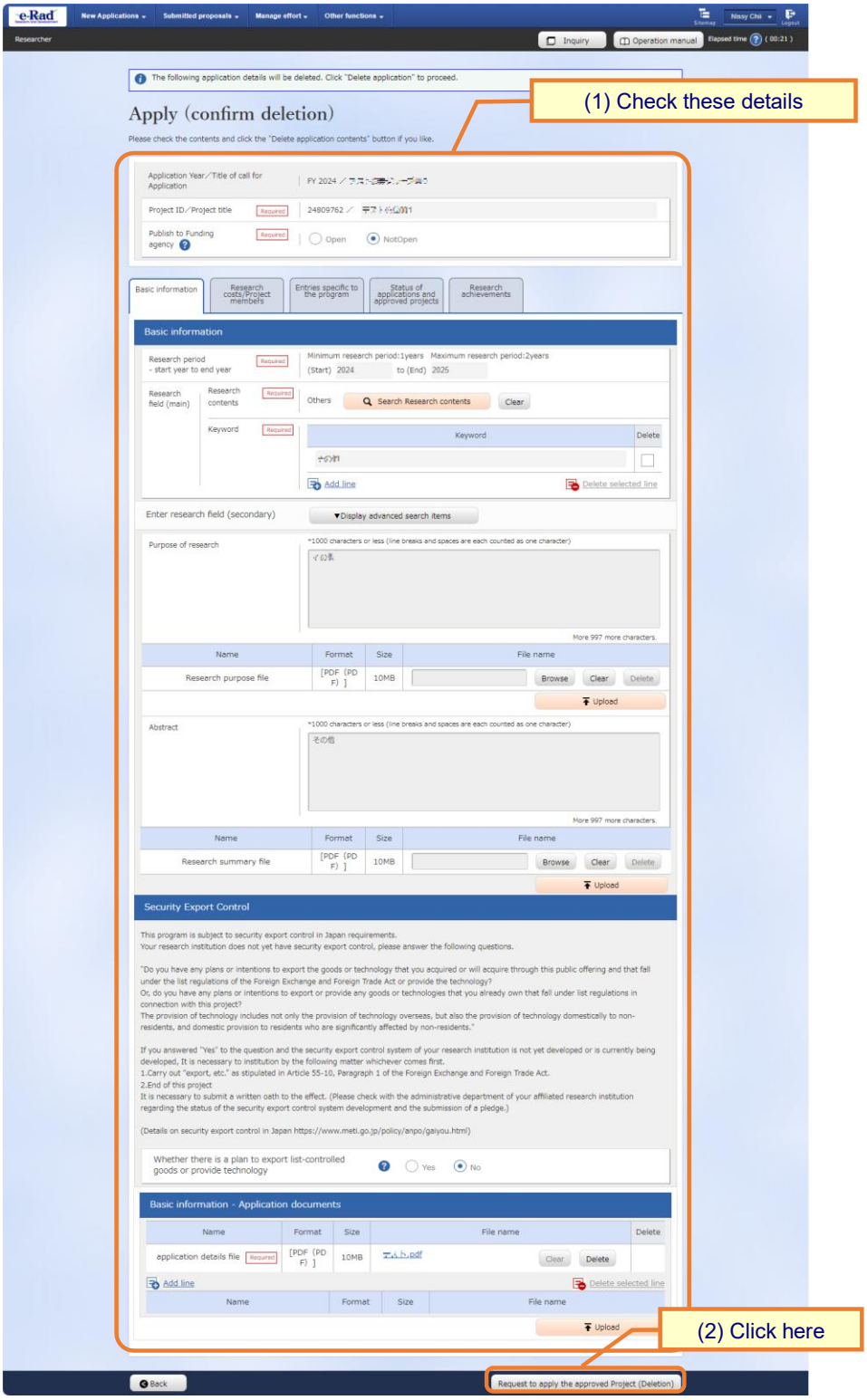
Caution Possible conditions of deletion

- ○ You can delete saved project applications.
- ○ You can delete project applications withdrawn or pulled back by research institution, Funding agency.

You cannot delete withdrawal of project applications that requested for revision by Funding agency.

(4) Checking details to be deleted

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

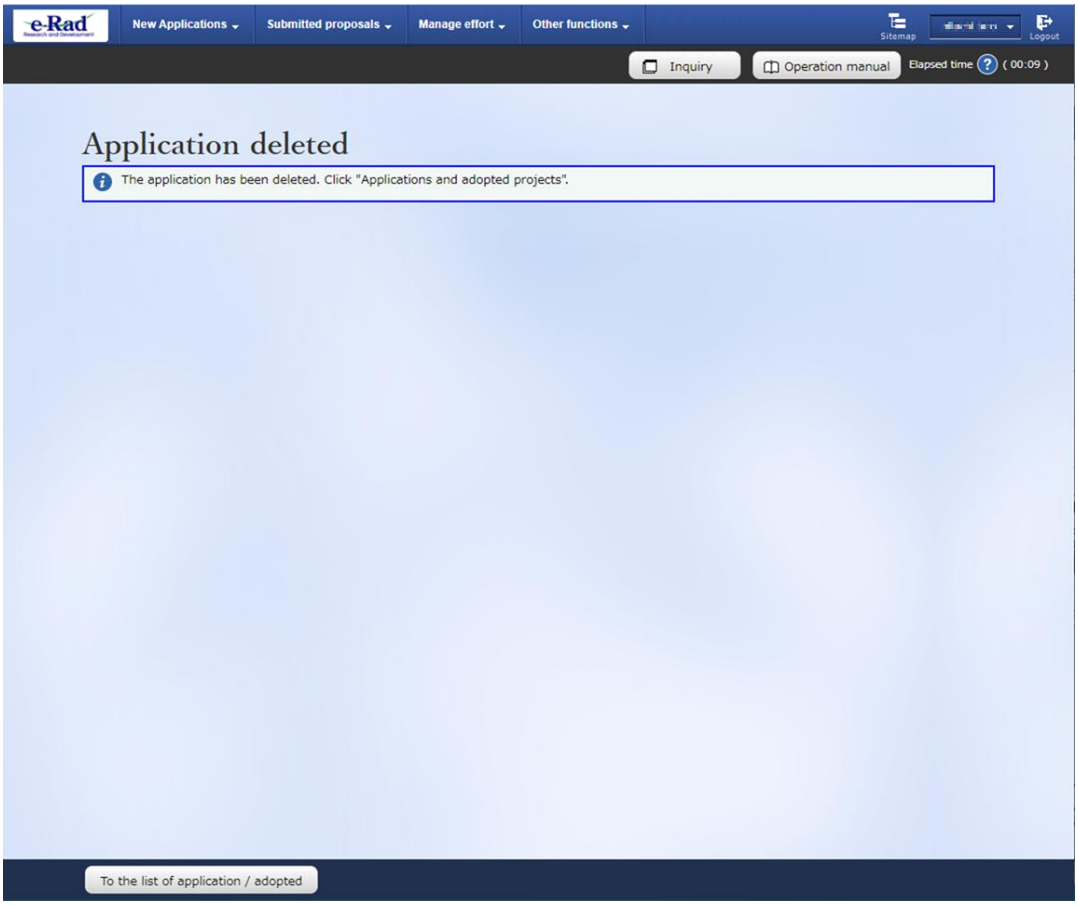


(1) Check the details.

(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.