

1. Application Guide

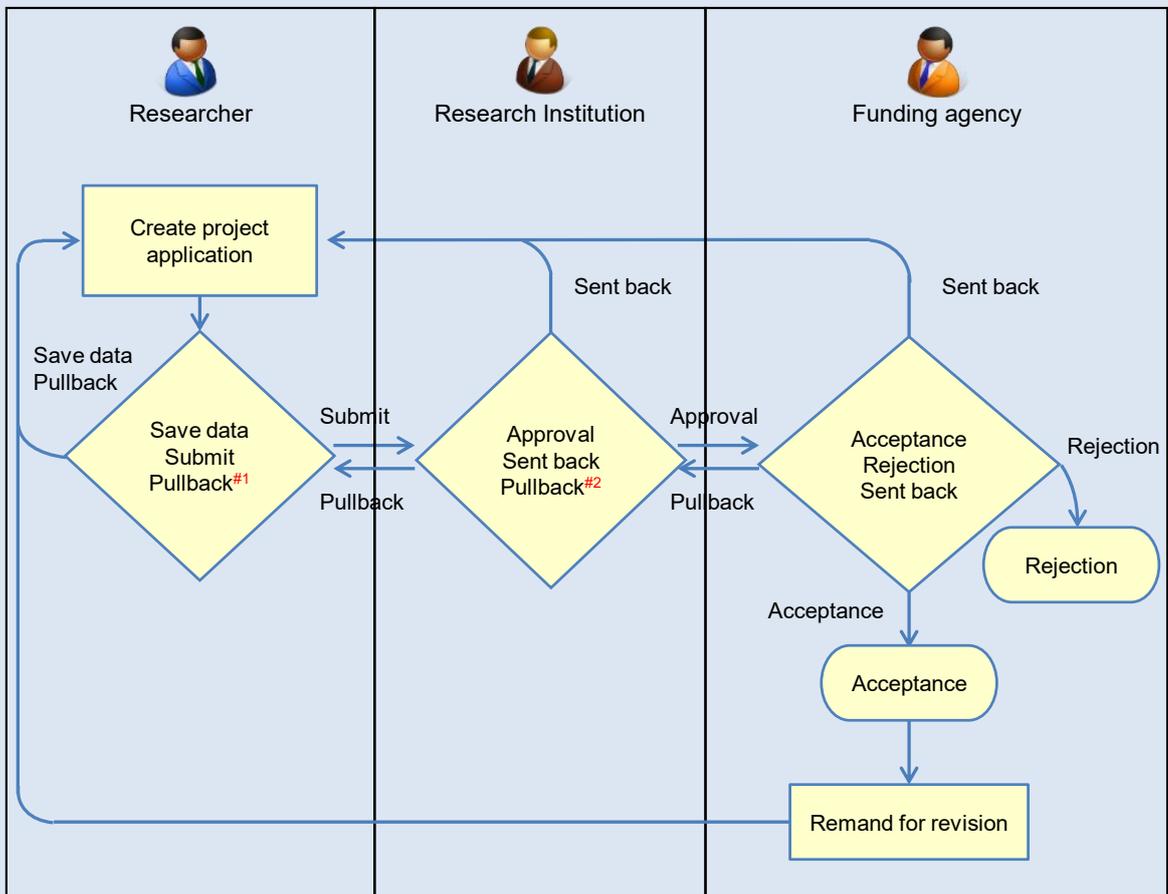
About Applications

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

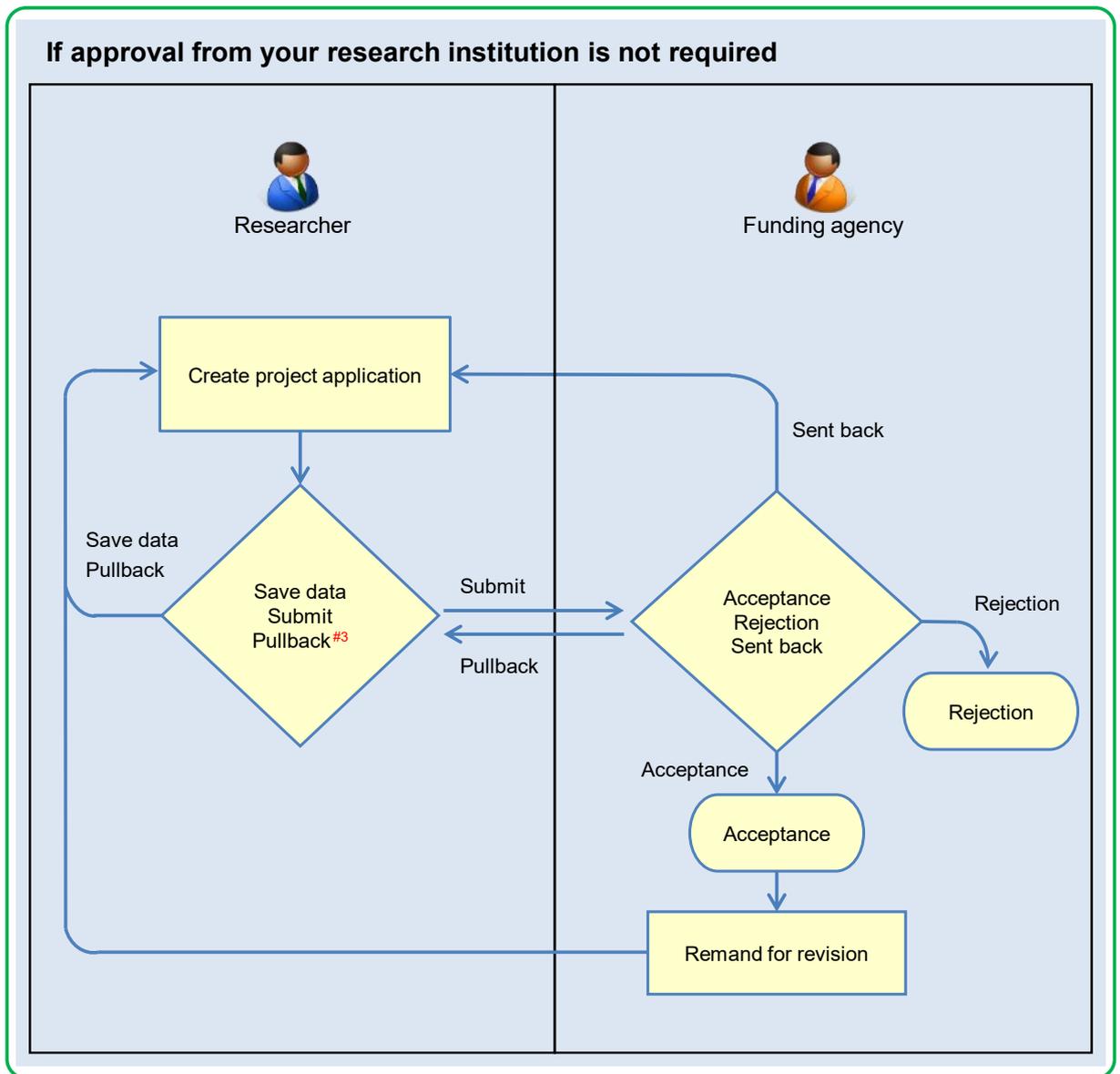


#1 You can pull back until approved by Research Institution.

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.

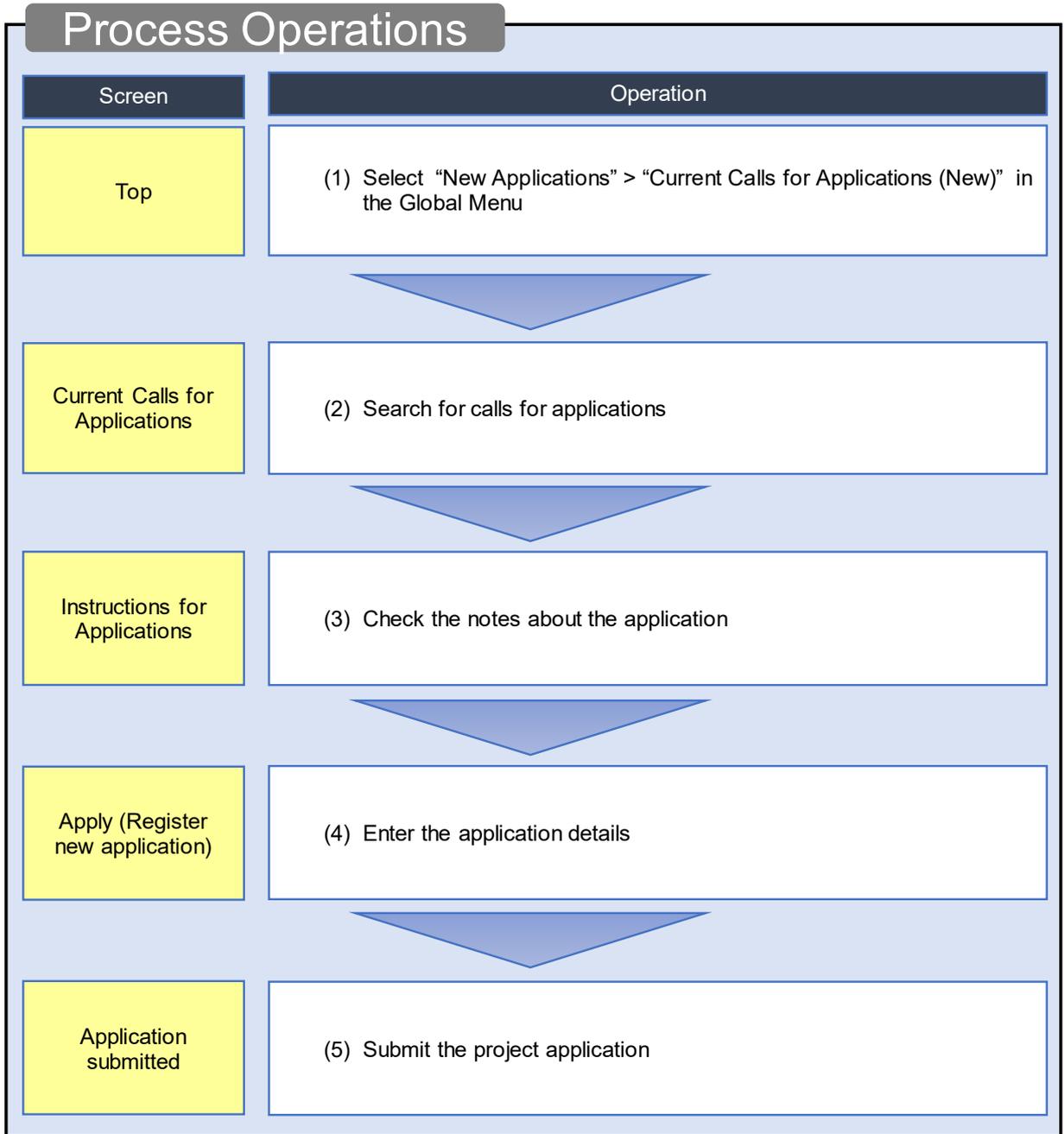
However, you can not pull back after the deadline(except for submission of project applications sent back or remanded for revision by Funding agency.)

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

Previous login : 2019/11/05 (10:42)

New applications
Search for current calls for applications, enter new application information and submit your application.

Resume input of saved data
Resume input of application information that you have saved.

Externally linked systems
KAKENHI Electronic Application System
Unqualified to apply for KAKENHI
researchmap
Click here for IDs linking
Login ID linking

Modify effort
Modify the effort for your adopted projects.

Manage submitted proposals
Displays your submitted proposals. You can withdraw applications, apply to modify adopted projects, and register results reports.

Notification about uprocessed request

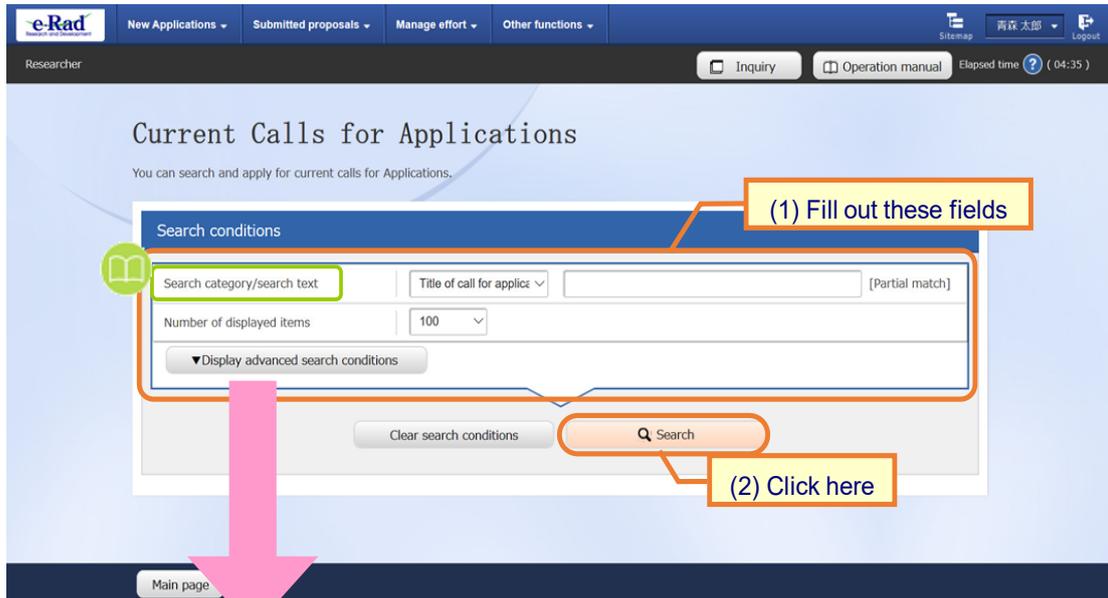
Application for correction [There are 4 item\(s\). Click here to confirm more details.](#)

Send back [Send back There are 1 item\(s\). Click here to confirm more details.](#)

(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.



▲Hide advanced search conditions

Application entity All Researcher unit Research institution unit

Application period ? (Start) e.g.)2017/01/01 Select : Select (End) e.g.)2017/01/01 Select : Select

Requirement of approval from principal investigator's institution All Unnecessary Required

(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	All
Number of displayed items	Ministry Funding agency name System name Project name Year
▲Hide advanced search conditions	Title of call for application Field name Keyword Application abstract Application subject
Application entity	(Start) e.g.)2017/01/01
Application period ?	(End) e.g.)2017/01/01

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

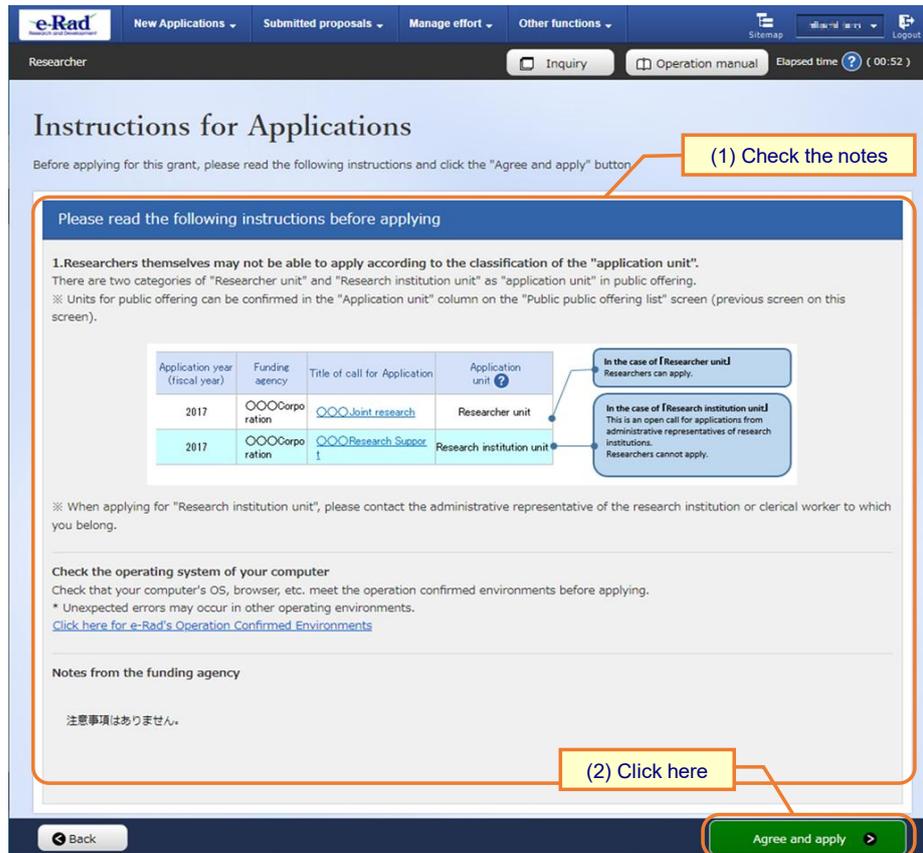
- Click the “Title of call for Application” link to display details on that call for applications in another window.

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

- 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. It includes a navigation bar at the top with 'New Applications', 'Submitted proposals', 'Message effort', 'Survey', and 'Other functions'. A yellow warning box at the top states: 'This Program is subject to security export control in Japan rights. (Details on security export control in Japan https://www.meti.go.jp/policy/engo/gaiyou.html) Please check the contents of the input item "Security controlled Export" on this page and respond. If you need to establish a security export control system at your affiliated institution, please check with the administrative staff of your affiliated institution after completing the application on this page.'

The main heading is 'Apply (Register new application)'. Below it, there are instructions: '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".'

Callout (1) points to the 'Project ID./Project title' field, which is marked as 'Required' and has a character limit of 'Within 100 characters'. Below it are radio buttons for 'Publish to Funding agency' (Open/NotOpen).

Callout (2) points to the 'Basic information' tab in the navigation bar.

The 'Basic information' section contains:

- Research period: start year to end year (Required). Minimum research period: 1 years. Maximum research period: 2 years.
- Research field (main): Search Research contents (Required). Includes a search box and 'Clear' button.
- Keyword (Required): Input field with 'Add link' and 'Delete selected link' buttons.
- Enter research field (secondary): Display advanced search items.
- Purpose of research: *1000 characters or less (line breaks and spaces are each counted as one character). More 1000 more characters.
- Research purpose file: Table with columns Name, Format (PDF (PDF F)), Size (10MB), File name, and Delete. Includes 'Browse', 'Clear', and 'Delete' buttons, and an 'Upload' button.
- Abstract: *1000 characters or less (line breaks and spaces are each counted as one character). More 1000 more characters.
- Research summary file: Table with columns Name, Format (PDF (PDF F)), Size (10MB), File name, and Delete. Includes 'Browse', 'Clear', and 'Delete' buttons, and an 'Upload' button.

Callout (3) points to the 'Security Export Control' section, which contains a series of questions regarding export regulations and a 'Whether there is a plan to export list-controlled goods or provide technology' question with 'Yes' and 'No' radio buttons.

Callout (4) points to the 'Basic information - Application documents' section, which includes:

- application details file (Required): PDF (PDF F), 30MB. Includes 'Browse', 'Clear', and 'Delete' buttons.
- reference data: Table with columns Name, Format, Size, File name, and Delete. Includes 'Browse', 'Clear', and 'Delete' buttons.

At the bottom, there is a navigation bar with buttons: 'Back', 'Copy previous project', 'Save', 'Preview project proposal', and 'Apply' (highlighted with a red box and callout (4)). A red warning triangle is placed over 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.

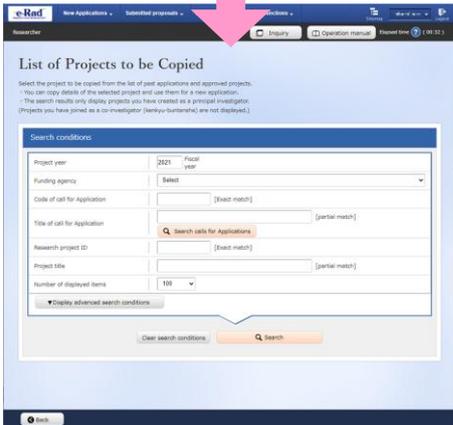


Note

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
- 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

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".

The effort set for a project currently being applied for will not be added to the researcher's overall effort at the time of application.
If your project is approved, you will need to incorporate the effort of this project into your overall effort, so please change it so that it includes this project and makes up 100% according to the notification from e-Rad at the time of approval.
For details, please refer to the materials on the concept of effort posted on the effort settings screen.

Application Year/Title of call for Application: FY 2025 / 研究費申請書

Project ID/Project title: [Required] / Within 100 characters

Publish to Funding agency: [Required] Open NotOpen

Basic information | **Research costs/Project members** | 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)
Indirect costs	(Not set)	(Not set)
Recommission fee / Joint research costs - Maximum	(Not set)	(Not set)

2. Cost breakdown for each fiscal year

Major items	Medium item	FY 2025	Total
Goods cost	Equipment cost [Required]	0,000yen	0円
	Supplies expenses [Required]	0,000yen	0円
Personnel expenses / Steward	Personnel expenses [Required]	0,000yen	0円
	Reward [Required]	0,000yen	0円
Travel expenses	Travel expenses [Required]	0,000yen	0円
	Outsourcing cost [Required]	0,000yen	0円
Direct costs	Printing and binding [Required]	0,000yen	0円
	Meeting fee [Required]	0,000yen	0円
	Communication costs [Required]	0,000yen	0円
Other item	Water utility costs [Required]	0,000yen	0円
	Other (Miscellaneous expenses) [Required]	0,000yen	0円
	Consumption tax [Required]	0,000yen	0円
subtotal		0 yen	0 yen
経緯経費	経緯経費 [Required]	0,000yen	0 yen
Amount of subcontract / Joint research costs	再委託費・共同実施費 [Required]	0,000yen	0 yen
Total		0 yen	0 yen

Project members

1. Total of input amount (first fiscal year)

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

	Cost breakdown for first fiscal year	Total amount for each researcher	Difference
Direct costs	0 yen	0 yen	0 yen
Indirect costs	0 yen	0 yen	0 yen
Recommission fee / Joint research 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	Researcher number Date of birth Name (age)	Research institution Department Position / class [Required]	Specialized field Academic degree / Date of degree acquisition / University Role in this project [Required]	Direct costs Amount of subcontract / Joint research costs [Required]	Indirect costs Effort (%) [Required]	Viewing/editing authority	Delete	Transfer
	Personnel ID: 60896377 1989/09/07 60000 F064886 (36age) 270000 07x648866	Department: 工学部 Position: 講師/Full-time lecturer class	Specialized field: Doctorate (Unregister ed) 2017/03/24	Direct costs: 0,000yen Indirect costs: 0,000yen Effort (%): 0,000yen	Effort (%): 0	Viewing/editing authority	Delete	Transfer

Enter message for project members

▼ Display advanced search items

Principal Investigator Name: (Name in Japanese katakana) (Surname) (first name)
(Name) (Surname)00000 (first name)F064886

Affiliated research institute: 工学部
Address: 371-8520 新潟県 1-8-1
Phone number: 999-9999-9999 Fax number: |
E-mail address 1: |
E-mail address 2: |
Department name: 工学部
Position: |
Accounting clerk name: (Surname) (first name)
Accounting affairs department name / contact information: Department name: | Phone number: 999-9999-9999 Fax number: | E-mail address 1: | E-mail address 2: |

Back Copy previous project Save Preview project proposal Apply

(1) Fill out these fields

(3) Confirm

(2) Fill out these fields

(4) Fill out these fields

(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

The screenshot shows the 'Apply (Register new application)' page in the e-Rad system. The 'Research achievements' tab is active. The form contains several sections:

- Basic information:** Application Year/Title of call for Application (FY 2021 / New application1), Project ID/Project title (Required, Within 100 characters), and Publish to Funding agency (Required, Open/NotOpen).
- Research achievements:**
 - Acquire date of research activities from researchmap or input it directly (a combination of both can be used).
 - Public information of researchmap can be retrieved when input researcher number.
 - Please download the CSV file editing tool (research achievements) to retrieve researchmap data from the CSV file.
 - Retrieve data of research achievements from researchmap:** Type of achievement (Research paper), Researcher name.
 - Import achievements from CSV file:** Acquisition file, Clear, Import.
 - Enter research achievements (Direct input):** Add line (highlighted with a callout box), Delete selected line. A text area for input is shown with a character count of 2000.

At the bottom, there are buttons for Back, Copy previous project, Save, Preview project proposal, and Apply.

(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.



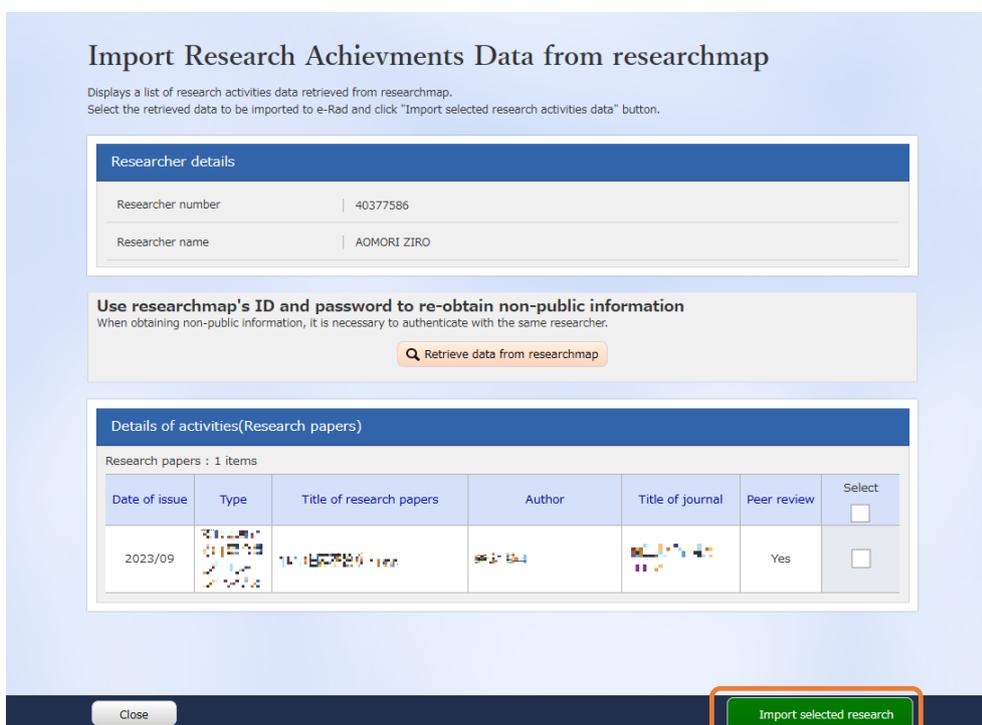
Note

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

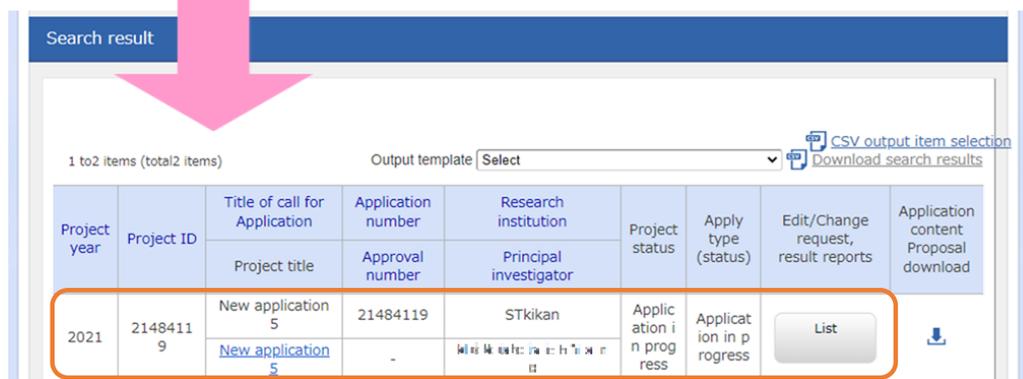
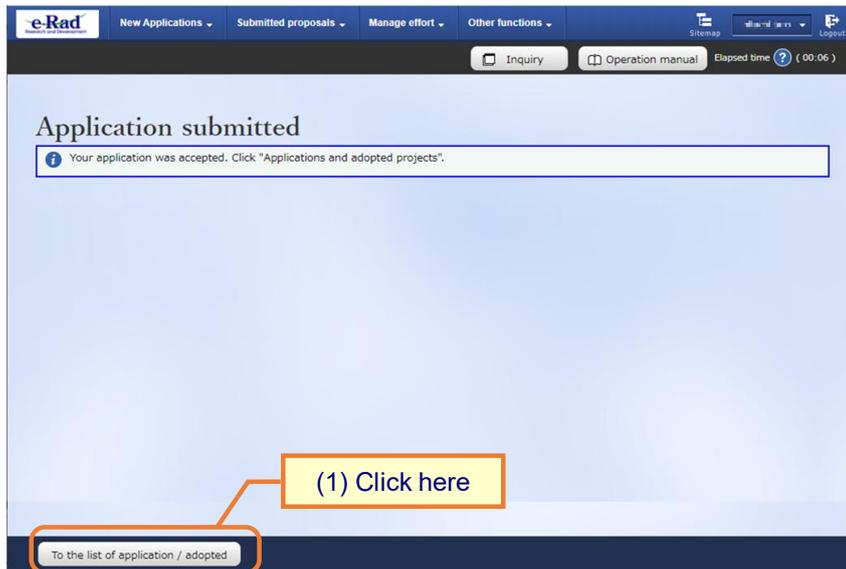
- Research achievements can be got from CSV files. To get research achievements, select CSV file and click the “Import” button.

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.

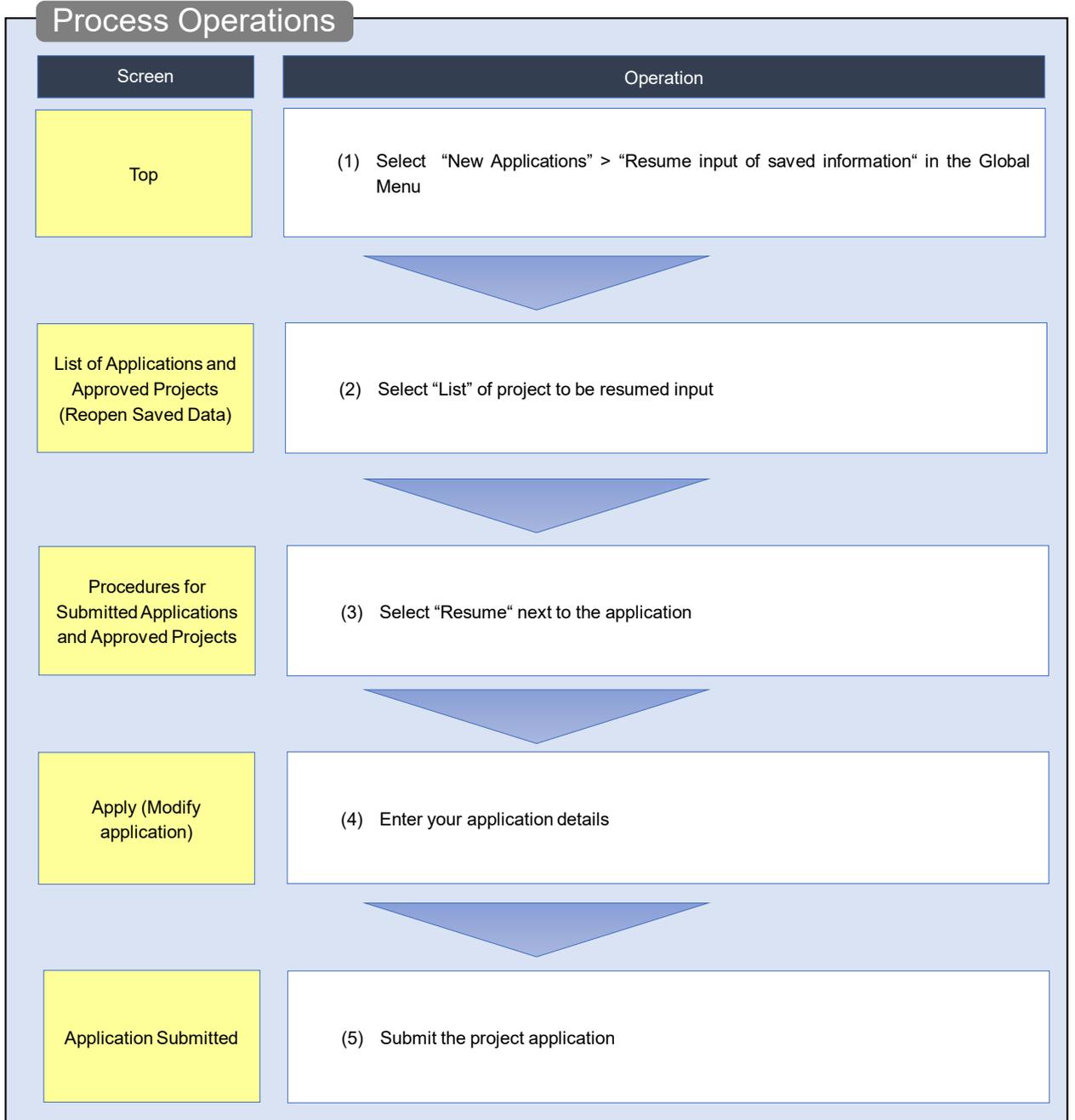
If the project status of the project application is "Application in progress " and Apply type(status) is "Request in progress", the application procedure is complete.

- 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.

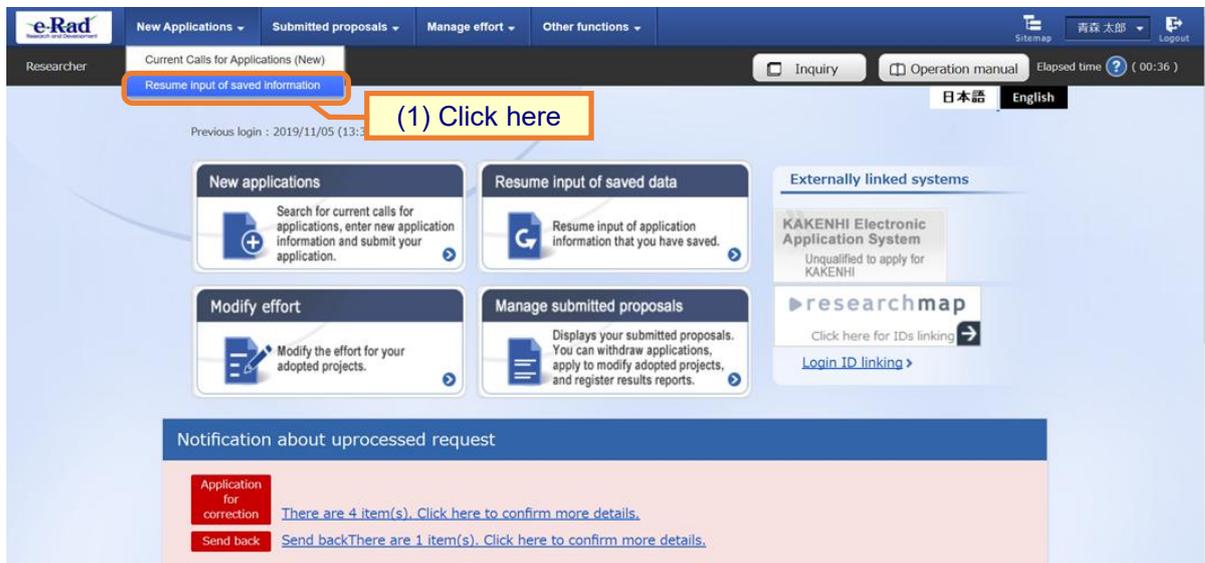
1.2 Resuming saved input

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



Instructions

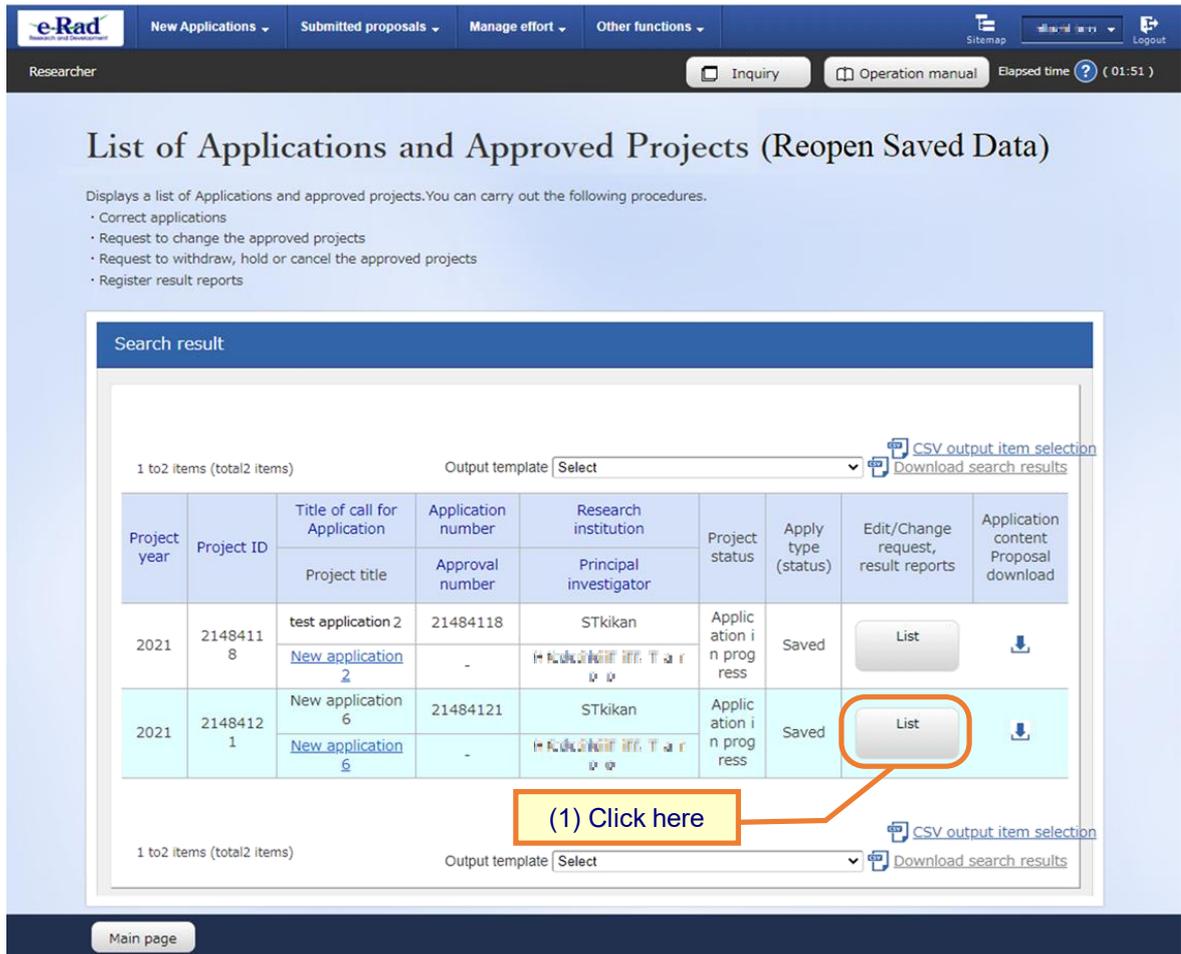
(1) Selection in the Global Menu



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

(2) Search for your project

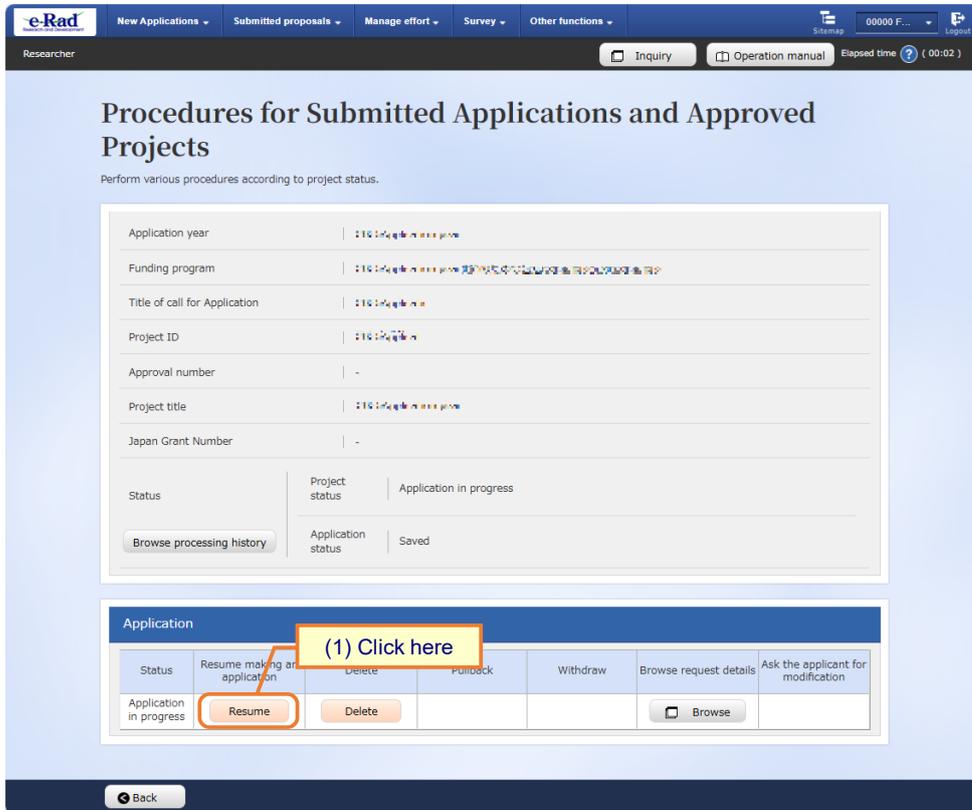
The [List of Applications and Approved Projects (Reopen Saved Data)] screen is displayed.



(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.

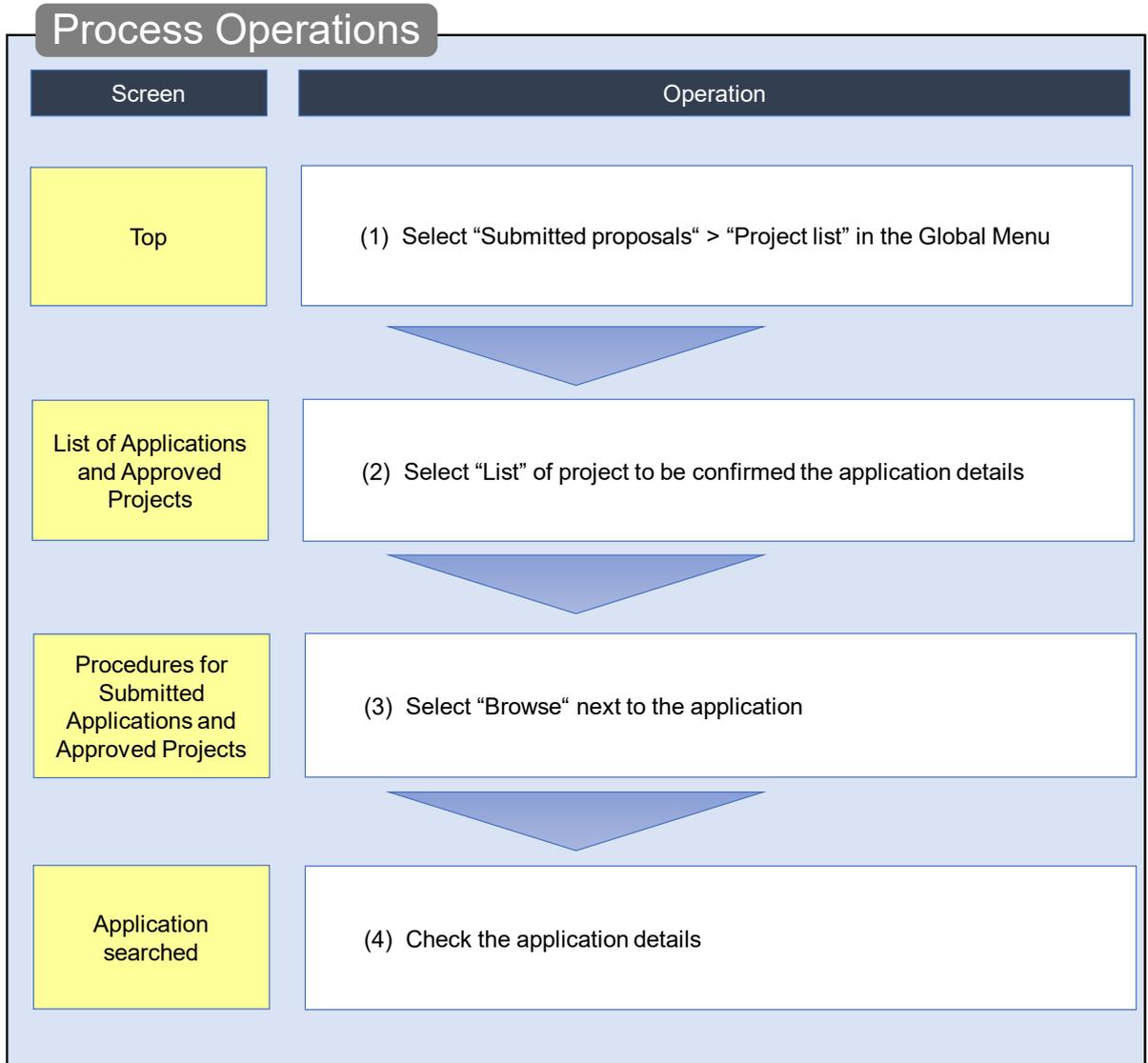


(1) Click the "Resume" button next to the application.

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

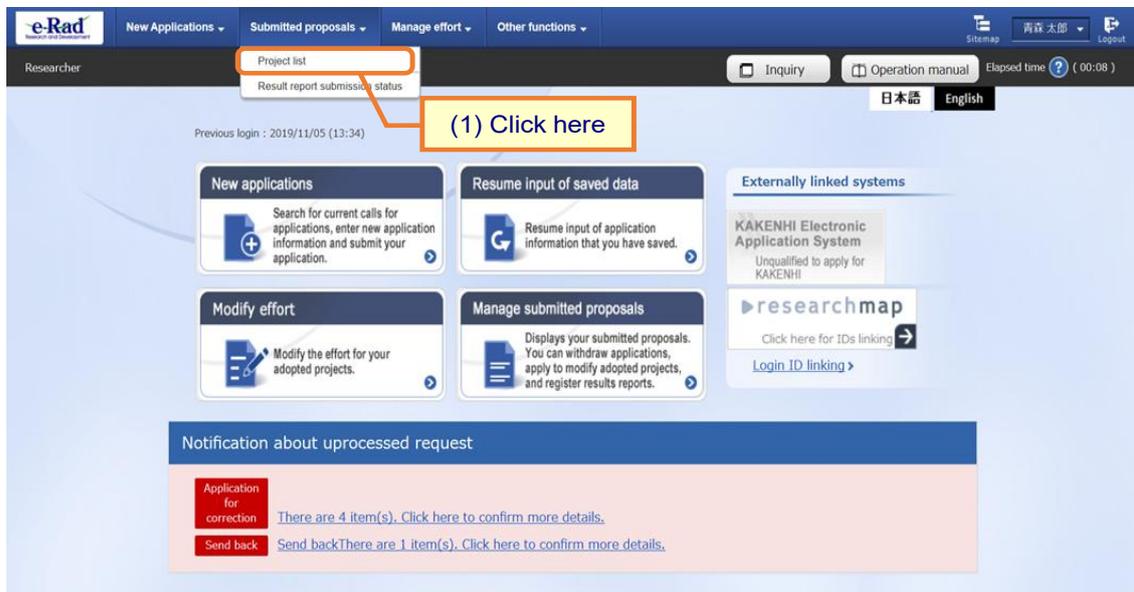
1.3 Checking application details

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.

The screenshot shows the 'List of Applications and Approved Projects' screen. At the top, there is a navigation bar with 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. 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.' Below this are four bullet points: '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 is highlighted with an orange box and labeled '(1) Fill out these fields'. It contains the following fields:

- 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: [Dropdown menu] 100

A pink arrow points from the 'Display advanced search conditions' button to the expanded search section below. This section is labeled '(2) Select category' and contains:

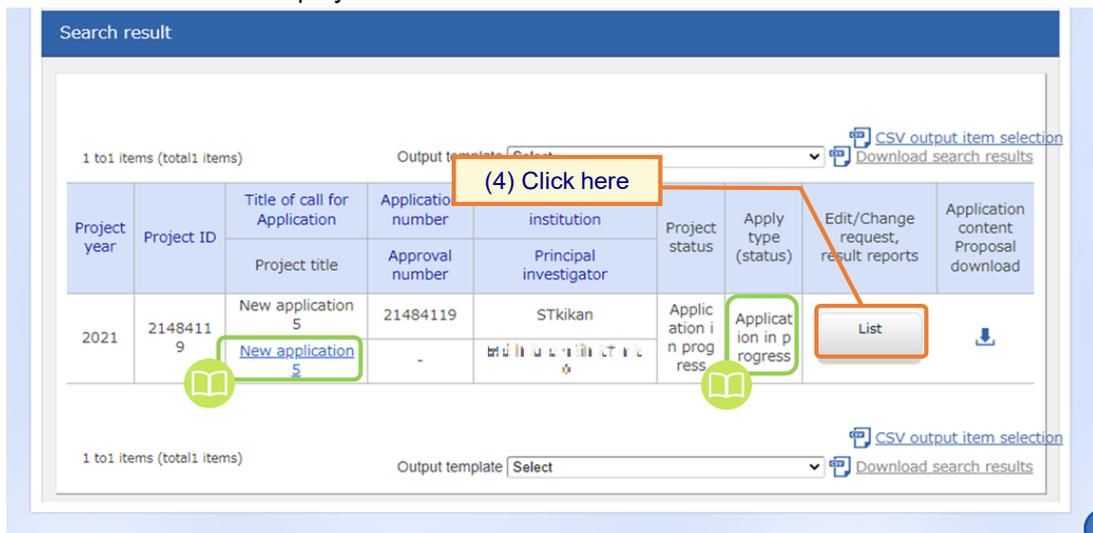
- Application number: [Text input] [Exact match]
- Approval number: [Text input] [Exact match]
- Application entity: Radio buttons for 'All' (selected), 'Researcher unit', and 'Research institution unit'.
- Category of researcher's concurrent posts: Radio buttons for 'All' (selected), 'Principal investigator', and 'Co-investigator'. A checkbox 'Exclude in case of principal investigator' is also present.
- Project status: A grid of checkboxes for application and approved statuses.
 - 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 of the search section, there is a 'Search' button labeled '(3) Click here' and a 'Main page' button. A green 'Import' button is also visible in the footer.

- (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)

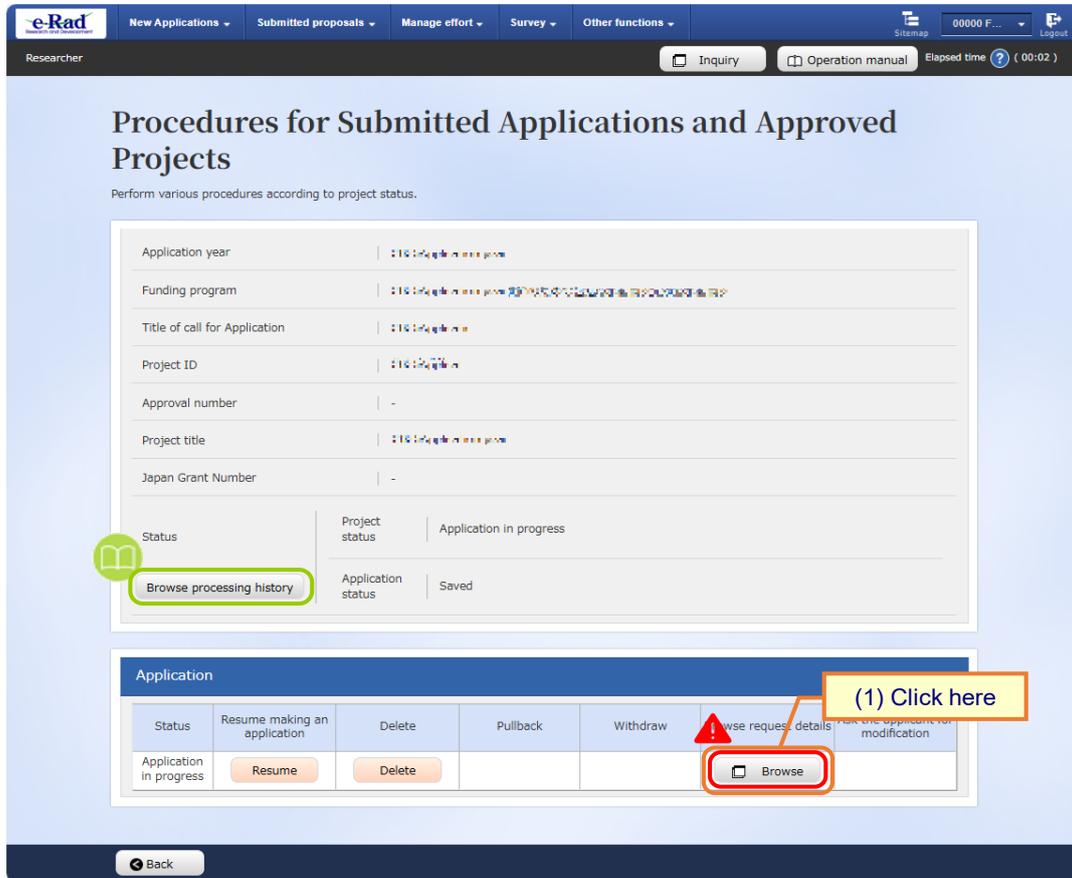
- You can check the processing status of your application by status after submitting it.
- "Request in progress": The state after the application is submitted and before the application is accepted, the research representative has pulled back after the application is submitted, or your application has 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

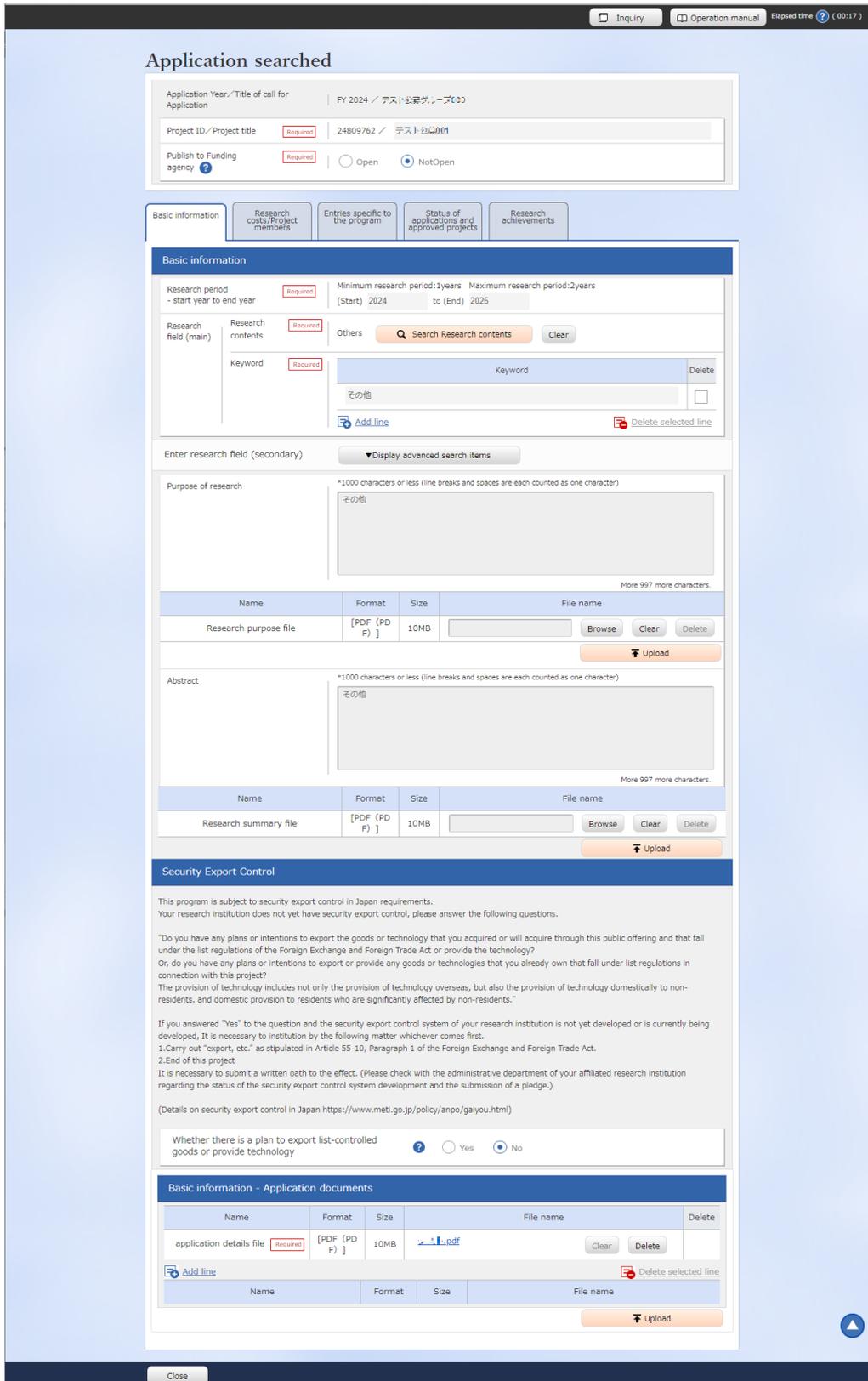
- You can check the operation history such as the submission/approval date of the project application.

 **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

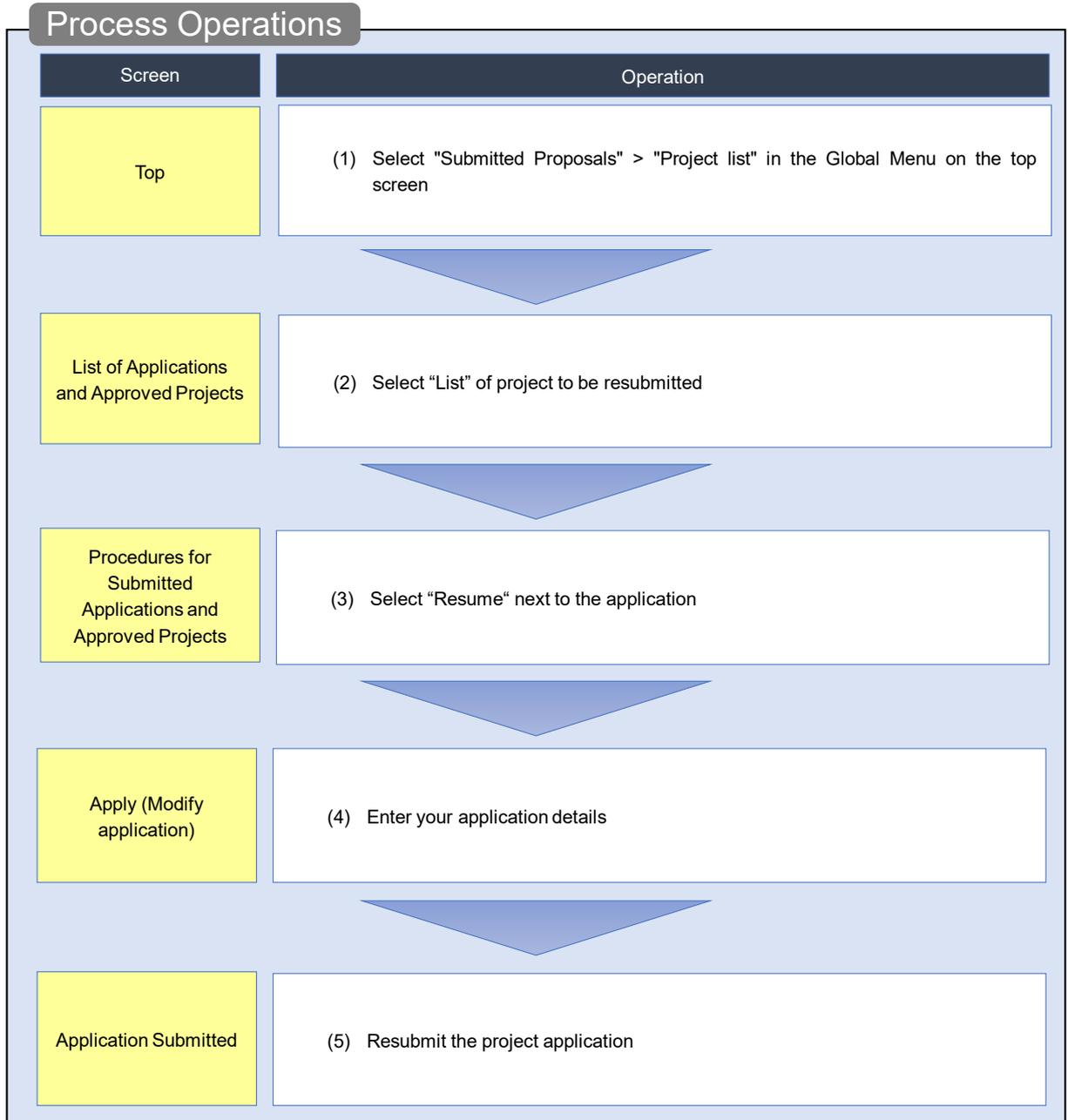
The [Application searched] screen is displayed. You can check the application details.



This section explains how to check the application details.

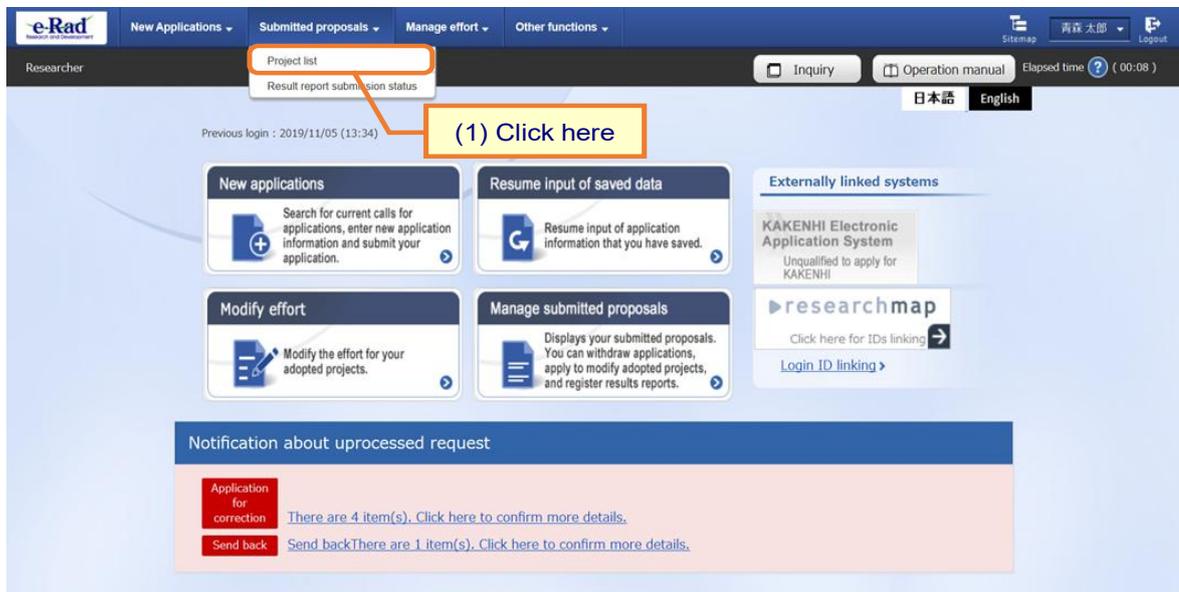
1.4 Resubmitting a Project Application

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.

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 results are displayed.

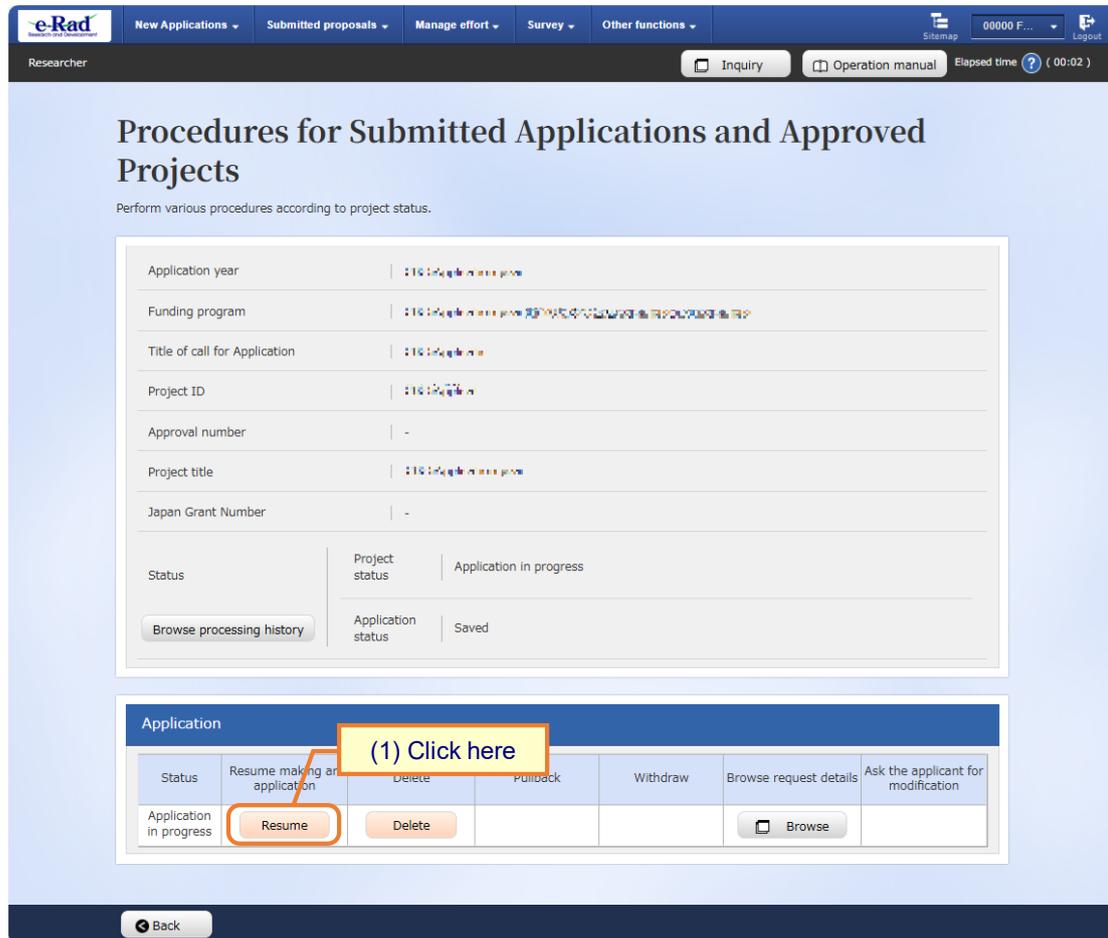
The screenshot shows a search results interface. At the top, it says "Search result" and "1 to 1 items (total 1 items)". Below this is a table with the following columns: Project year, Project ID, Title of call for Application, Approval number, Principal investigator, Project status, Apply type (status), and Edit/Change request, result reports. The table contains two rows of data for the year 2020. The first row has Project ID 19092844, Title "2020年度 e-rad", Approval number 19092844, and Principal investigator Tokyo Research Institution. The second row has Project ID 19092844, Title "2020 erad obo project", Approval number "-", and Principal investigator Aomori Taro. The Project status for both is "Application in progress". The Apply type for both is "Research institution processing Application in progress". In the "Edit/Change request, result reports" column, there is a "List" button. An orange box with the text "(4) Click here" and an arrow points to this button. At the bottom of the page, there are buttons for "Main page" and "Import".

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	19092844	2020 erad obo project	-	Aomori Taro	Application in progress	Research institution processing Application in progress	List

- (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.

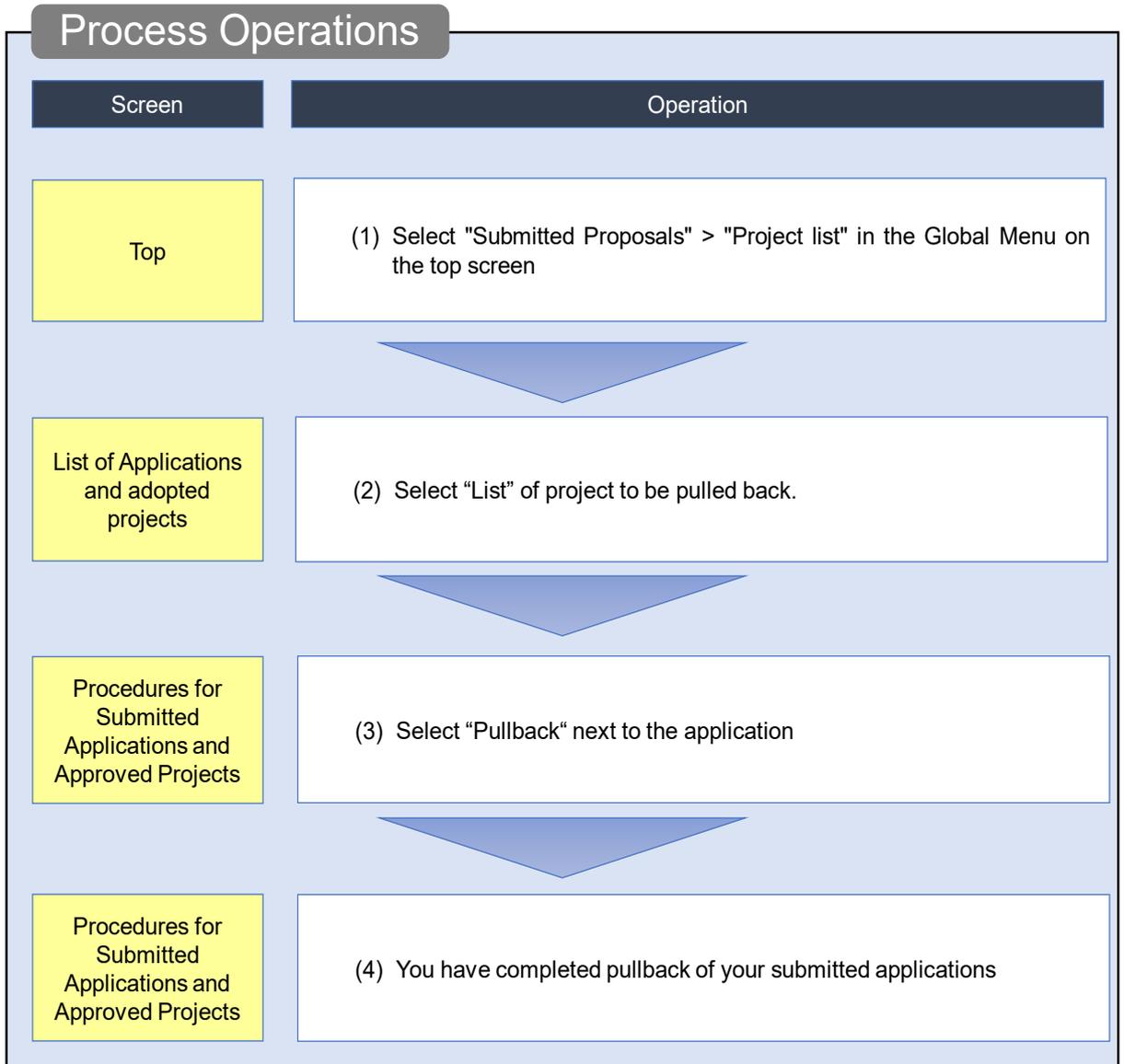


(1) Click the "Resume" button next to the application.

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

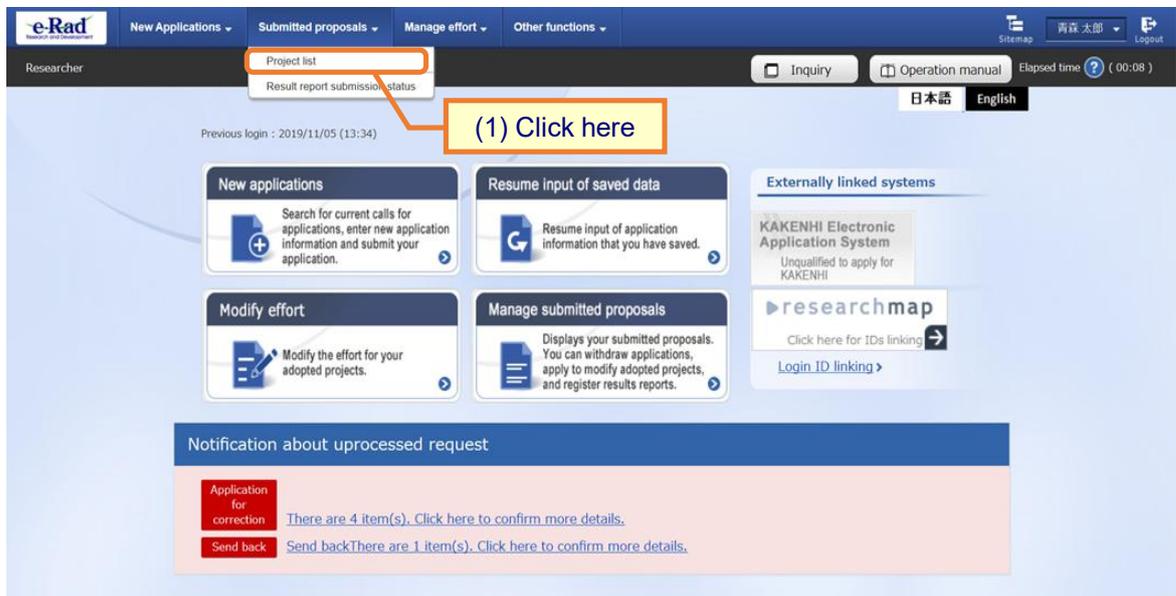
1.5 Pull back a project application

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.

The screenshot shows the 'List of Applications and Approved Projects' screen. At the top, a navigation bar includes 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. 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 section is titled 'List of Applications and Approved Projects' and lists several actions: 'Correct applications', 'Request to change the approved projects', 'Request to withdraw, hold or cancel the approved projects', and 'Register result reports'.

The 'Search conditions' form is highlighted with an orange border and contains the following fields:

- 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: [Dropdown menu] 100

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 expanded search conditions panel below.

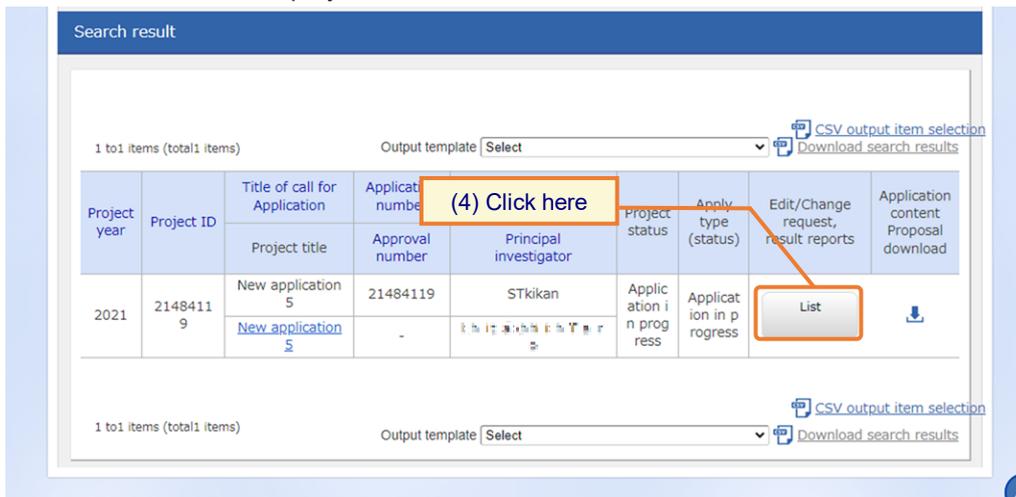
The expanded search conditions panel includes:

- 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

- (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.

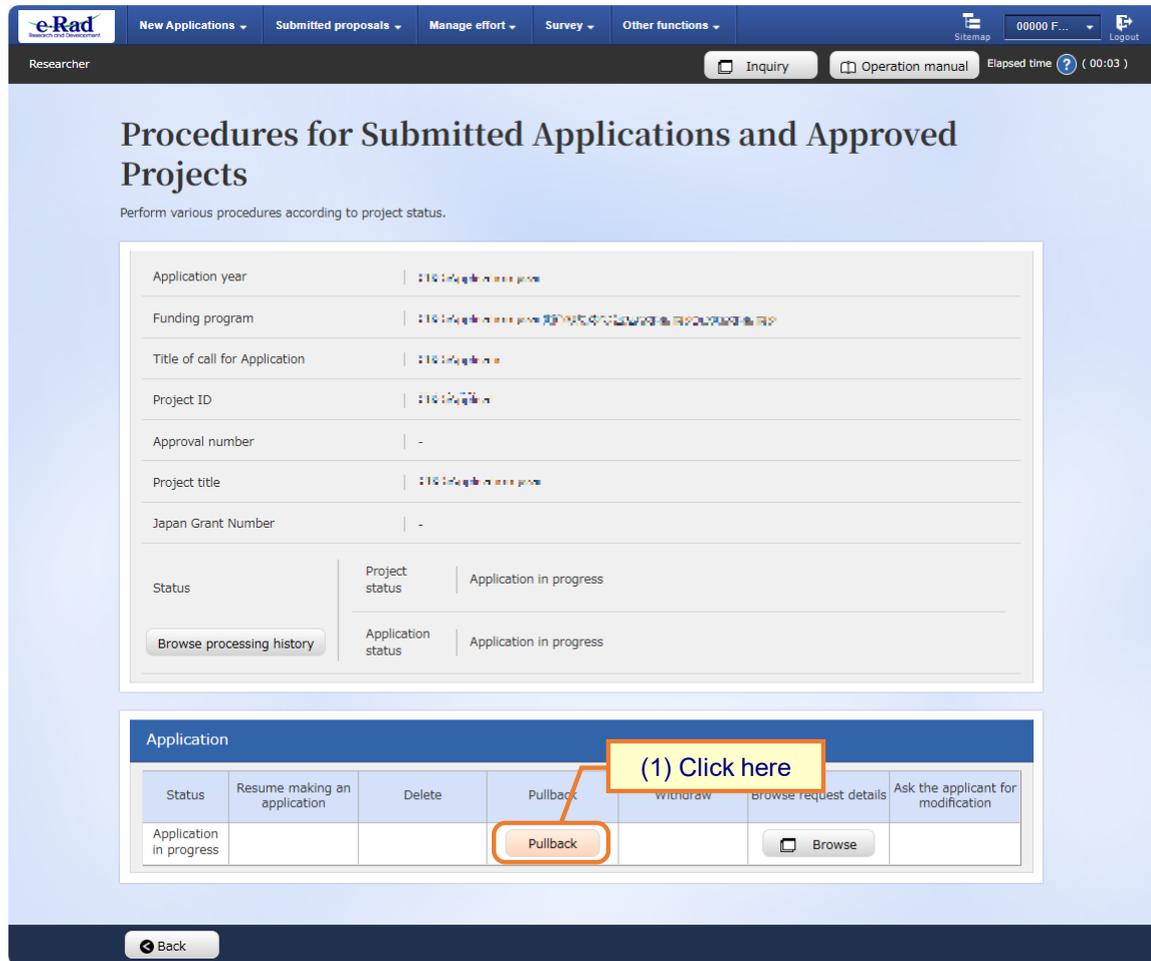
The search results are displayed.



- (4) Click the "List" button.

(3) Select "Pullback" next to the application

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



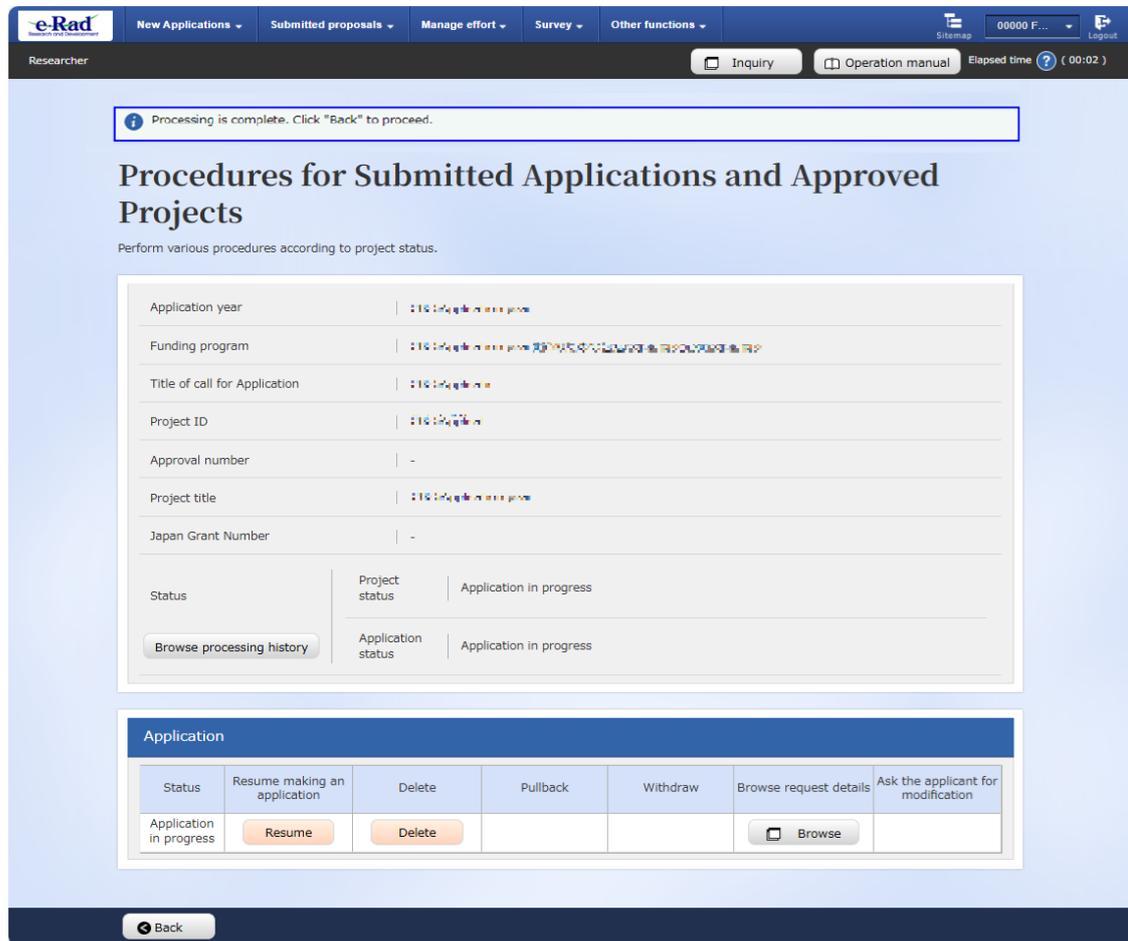
(1) Click the "Pullback" button next to the application.

⚠ 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

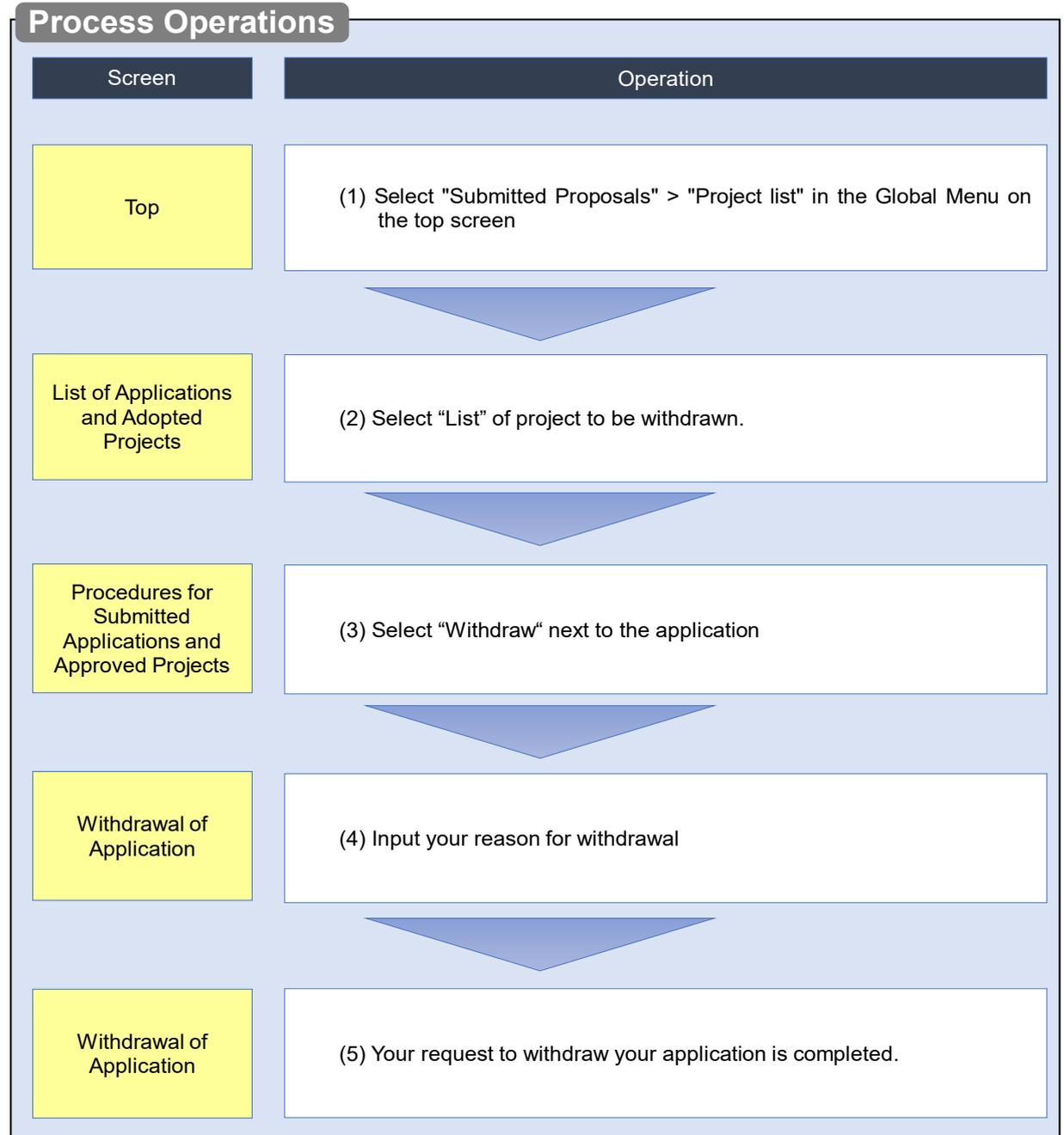
The "Processing is complete." is displayed on the [Procedures for Submitted Applications and Approved Projects] screen.



This section explains how to pull back submitted project application.

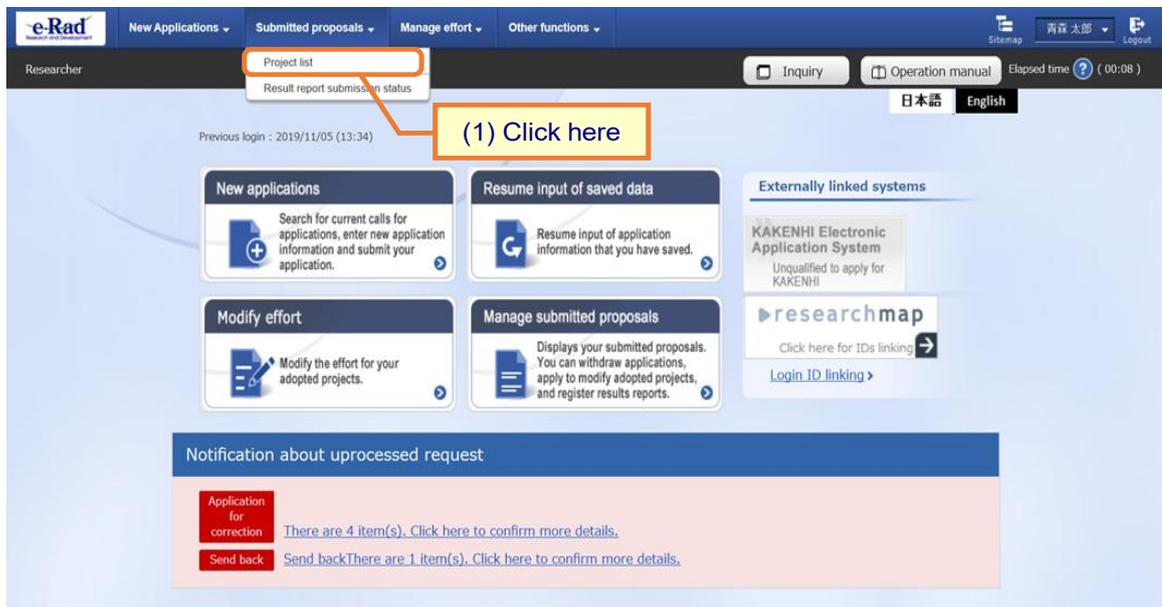
1.6 Withdrawing a Project Application

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



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', followed by a description: 'Displays a list of Applications and approved projects. You can carry out the following procedures.' Below this are four bullet points: 'Correct applications', 'Request to change the approved projects', 'Request to withdraw, hold or cancel the approved projects', and 'Register result reports'.

The 'Search conditions' form is highlighted with an orange box and labeled '(1) Fill out these fields'. It includes the following fields:

- 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] with a 'Required' label.
- Number of displayed items: [Dropdown menu] set to '100'.

A pink arrow points from the 'Search conditions' form to the 'Advanced search conditions' section below, which is labeled '(2) Select category'. This section includes:

- 'Hide advanced search condition.' button.
- 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'. There is also a checkbox for 'Exclude in case of principal investigator'.
- Project status: A group of checkboxes for 'Application status' (All select) including 'Application in progress', 'Application received', 'Not received', 'After registration of approved result', 'Approved', 'Not approved', and 'Retracted'.
- Approved status: A group of checkboxes for 'Approved status' (All select) including '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'.

A yellow callout box labeled '(3) Click here' points to the 'Search' button at the bottom right of the search conditions form. The bottom of the page features a 'Main page' button and an 'Import' button.

(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.

Search result

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

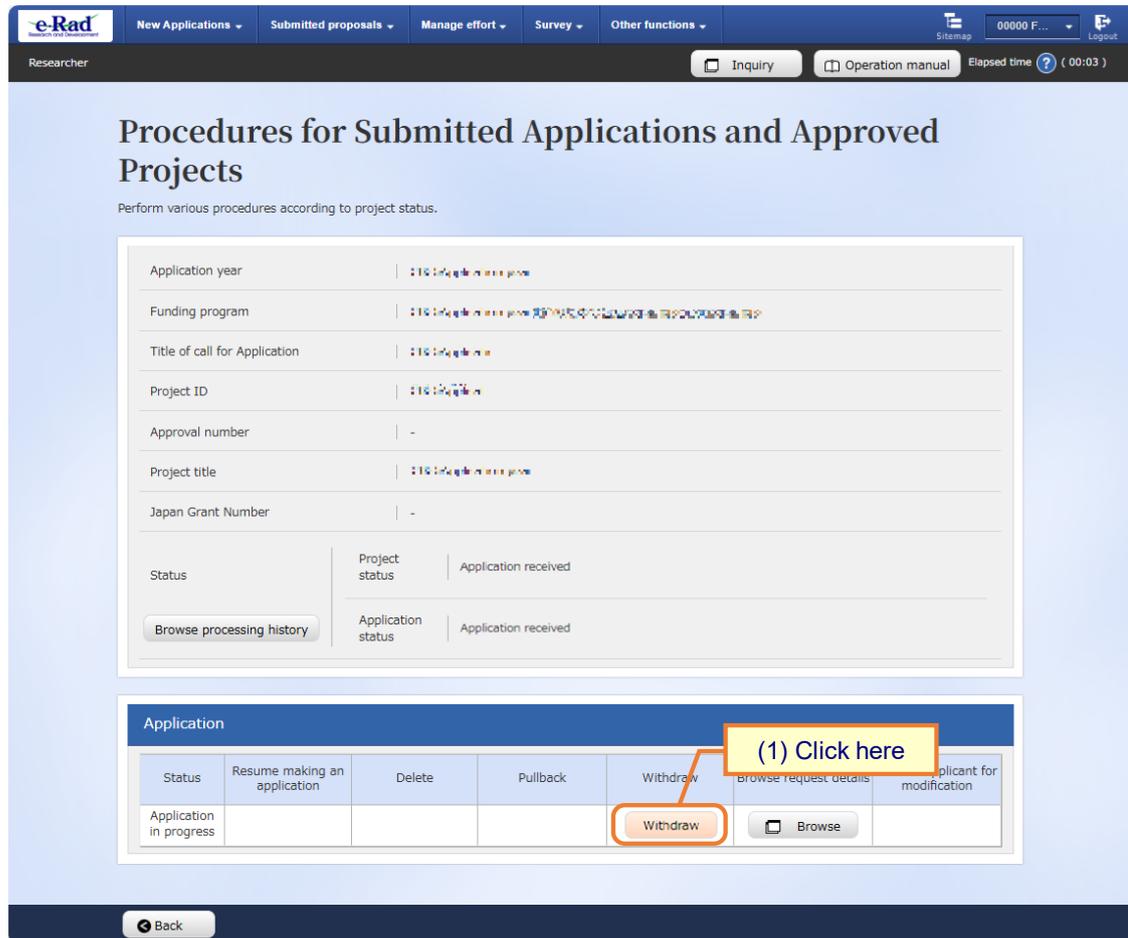
Project year	Project ID	Title of call for Application	Application number	Approval number	Principal investigator	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
2021	21484120	New application 7	21484120	-	STkikan	Application received	Application received	List	Download
		New application Z							

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

(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 displays the 'Withdrawal of Application' interface. At the top, there is a navigation bar with the e-Rad logo and menu items: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this is a sub-header with 'Researcher' and utility buttons for 'Inquiry', 'Operation manual', and 'Elapsed time (00:03)'. The main content area is titled 'Withdrawal of Application' and includes a sub-note: 'Request to withdraw the application that has already been accepted.' Below this is a 'Project proposal details' table with the following information:

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	Itahid Han
Status	Application received (Application received)

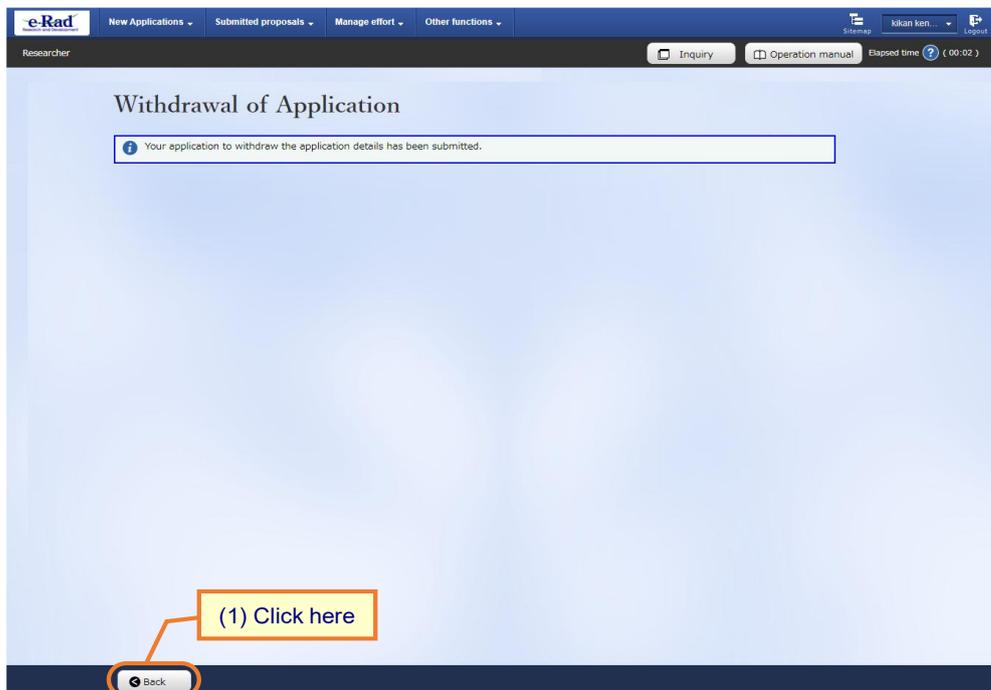
Below the table is the 'Retraction Withdrawal details' section. It contains a 'Reason for retraction' field with a 'Required' label and a character count limit: '*2000 characters or less (line breaks and spaces are each counted as one character)'. A callout box labeled '(1) Fill out this field' points to this text area. At the bottom of the screen, there is a navigation bar with three buttons: 'Back', 'Browse application details', and a green 'Register' button with a right-pointing arrow. A callout box labeled '(2) Click here' points to the 'Register' button.

(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.



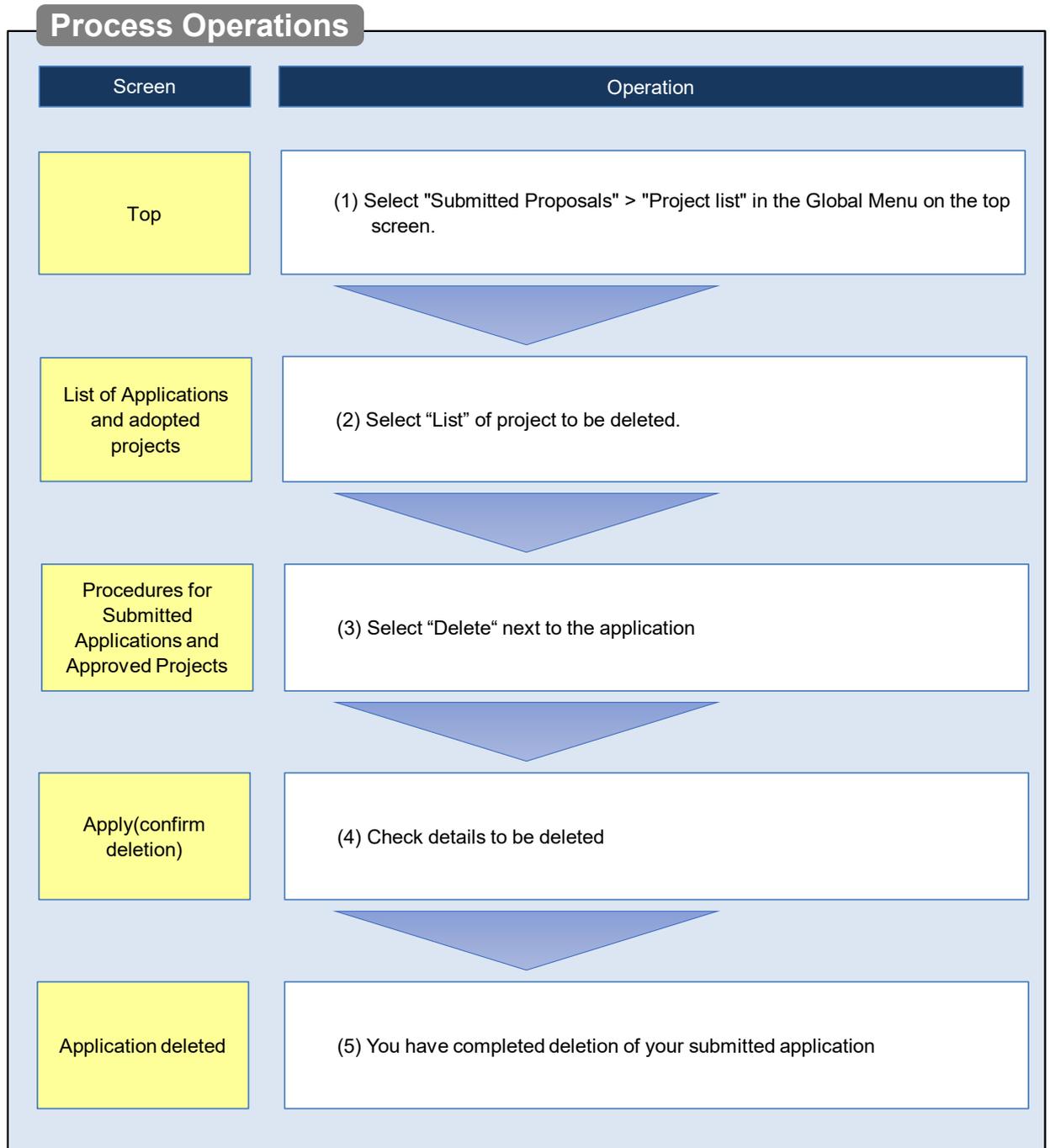
(1) Click "Back " to check the "project status" and "Apply type(status)" of your project application.

- 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.

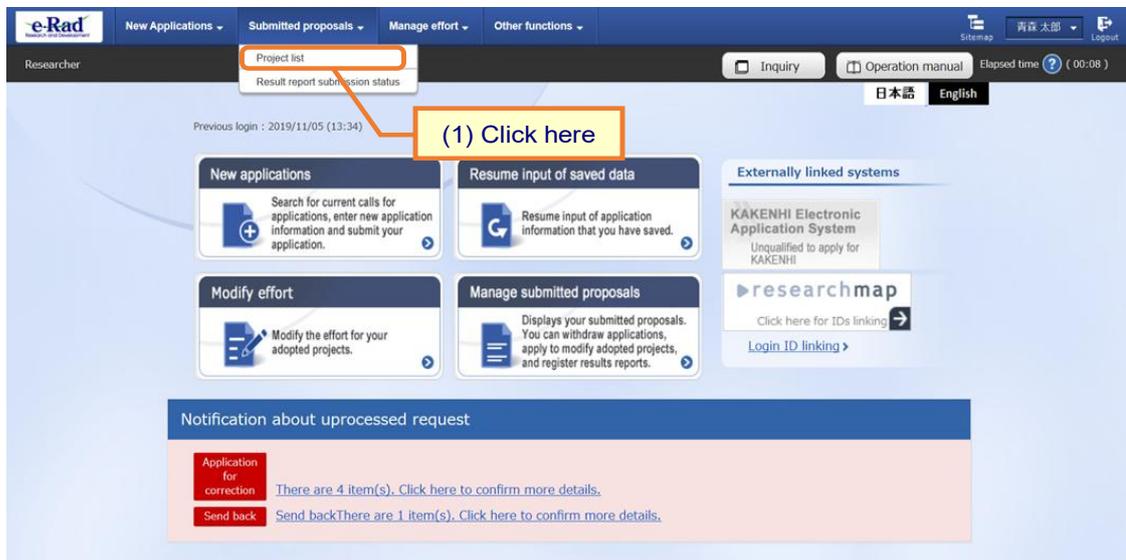
1.7 Delete a Project Application

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.

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 'Only Applications' selected), 'Funding agency', and 'Number of displayed items' (set to 100). 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' (with 'All' selected), 'Category of researcher's concurrent posts' (with 'All' selected), and 'Project status'. Under 'Project status', there are two sections: 'Application status' and 'Approved status', each with multiple checkboxes for different states like 'Application in progress', 'Application received', 'Not received', 'After registration of approved result', 'Approved', 'Not approved', 'Retracted', '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.

Search result

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

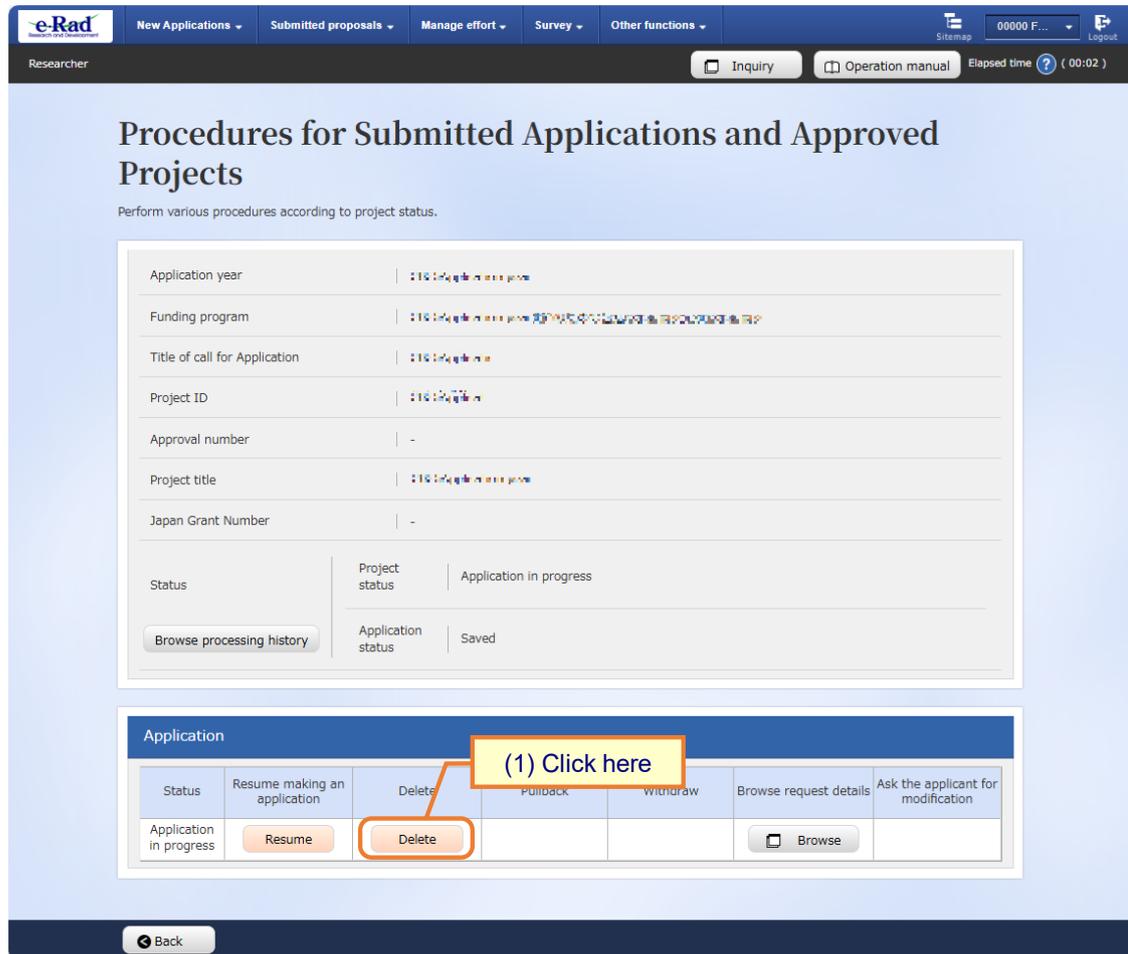
Project year	Project ID	Title of call for Application	Approval number	Principal investigator	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
2021	21484119	New application 5 New application 5	21484119	STkikan	Application in progress	Application in progress	List	Download

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.

 Caution	<u>Possible conditions of deletion</u>
<ul style="list-style-type: none"> ○ You can delete saved project applications. ○ You can delete project applications withdrawn or pulled back by research institution, Funding agency. <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 in the e-Rad system. 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 Information:** Includes fields for "Application Year/Title of call for Application" (FY 2024 / 研究費助成事業), "Project ID/Project title" (24809762 / 研究費助成事業), and "Publish to Funding agency" (Open / NotOpen).
- Basic information:** Contains tabs for "Basic information", "Research costs/Project members", "Entries specific to the program", "Status of applications and approved projects", and "Research achievements".
- Basic information (Expanded):** Shows "Research period" (Minimum: 1 year, Maximum: 2 years), "Research field (main)", "Keyword" (研究費), and "Purpose of research" (研究費).
- Security Export Control:** Includes a section with questions about exporting goods or technology, with a "No" option selected.
- Basic information - Application documents:** Lists files such as "application details file" (PDF, 10MB).

Two callout boxes are present:

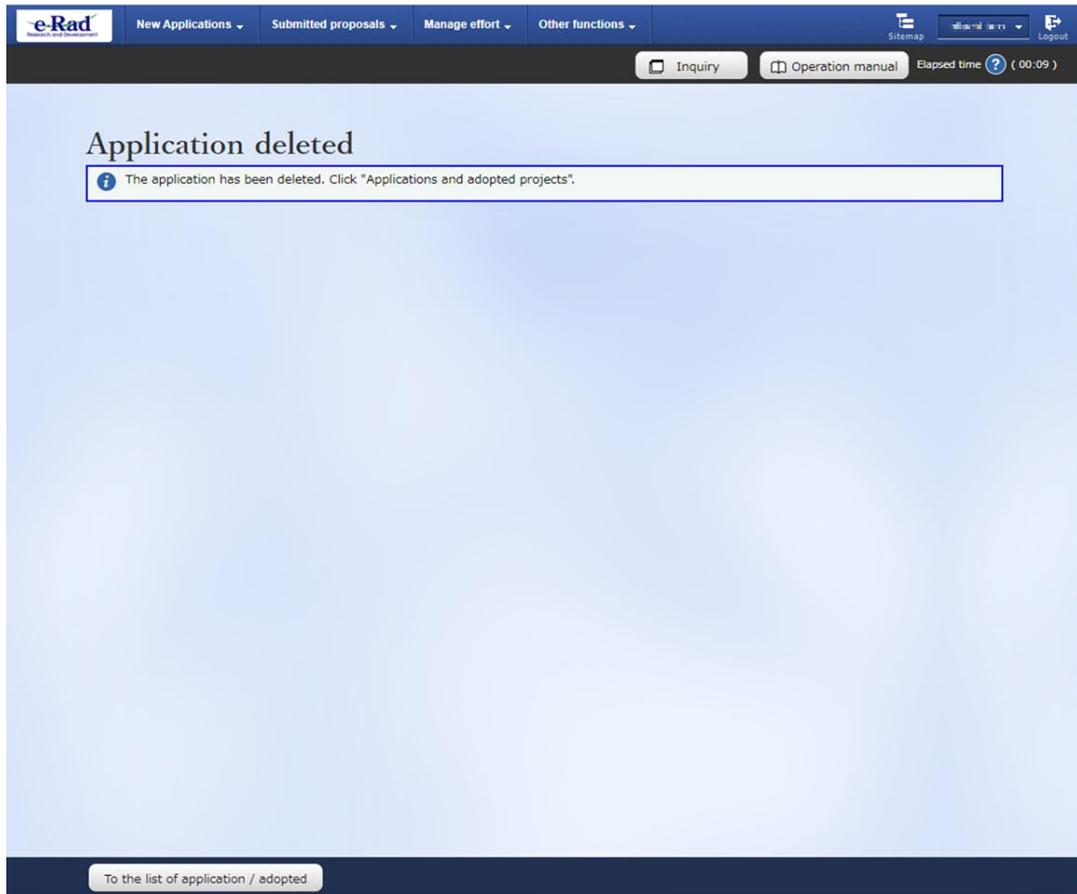
- (1) Check these details:** Points to the application information fields.
- (2) Click here:** Points to the "Request to apply the approved Project (Deletion)" button at the bottom of the screen.

(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.