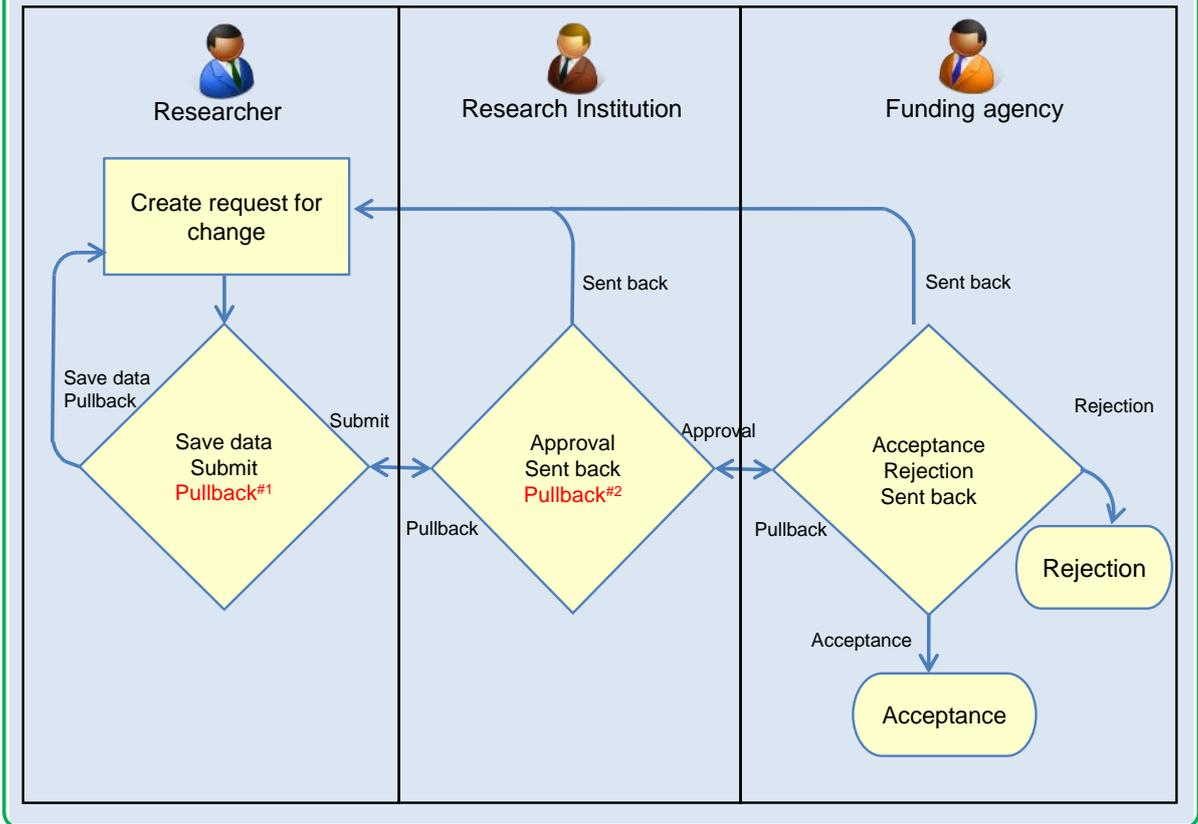


2. Requests for Changes

About Requests for Changes

Requests for changes are made when you want to change the details of a project (research expenses or project members) after the project has been adopted.

Process of Requests for Changes



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

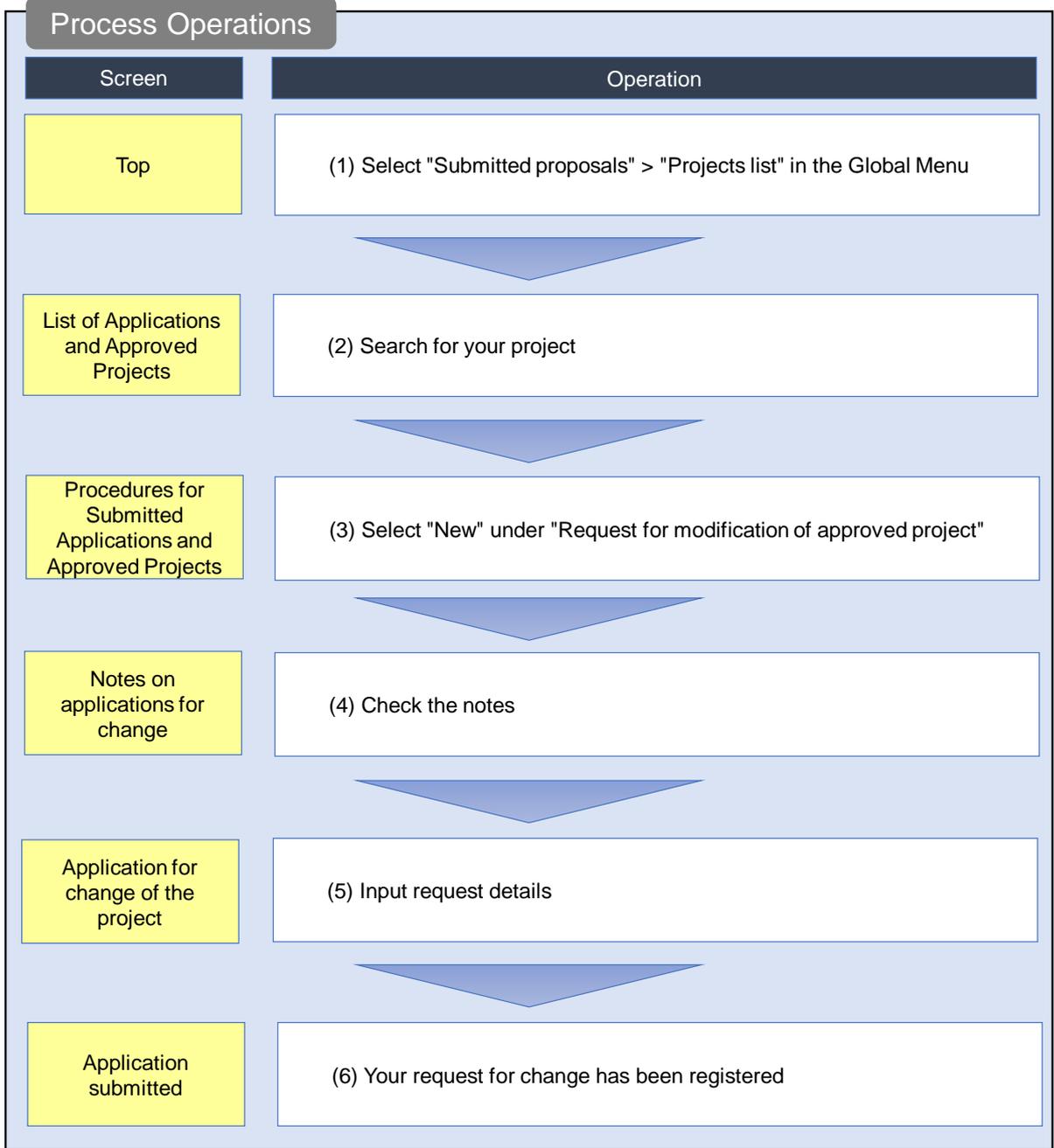
#2 You can pull back until accepted by Funding agency.

Basic Operations

- Create a new request for change
Create a request for change for the project has been adopted.
→ "[2.1 Creating a New Request for Change](#)"
- Resume saved input
When creating a new request for change, you can save the input details and resume input later.
→ "[2.2 Resuming saved input](#)"
- Check request details
You can check the details of a request for change after it is submitted.
→ "[2.3 Checking Request Details](#)"
- Pull back the request for change
You can pull back the request for change.
→ "[2.4 Pull back Request](#)"
- Delete the request for change
You can delete the request for change
→ "[2.5 Delete Request](#)"

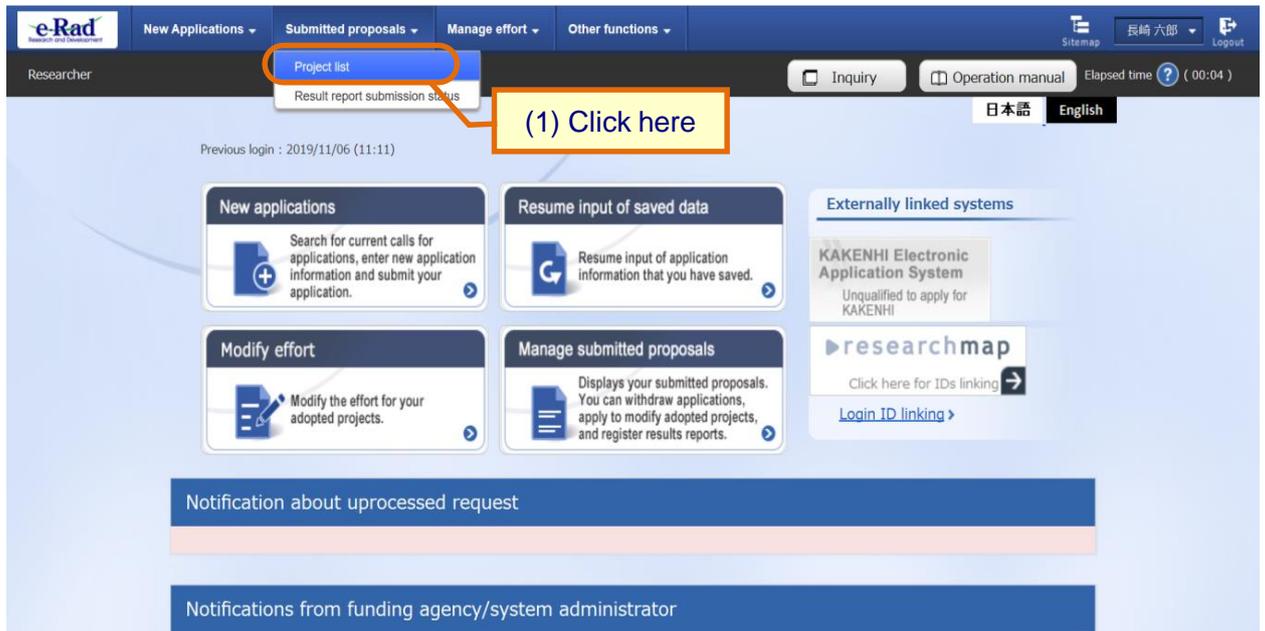
2.1 Creating a New Request for Change

This section explains how to create a new request for change when you need to change the details of a project after it is adopted.



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

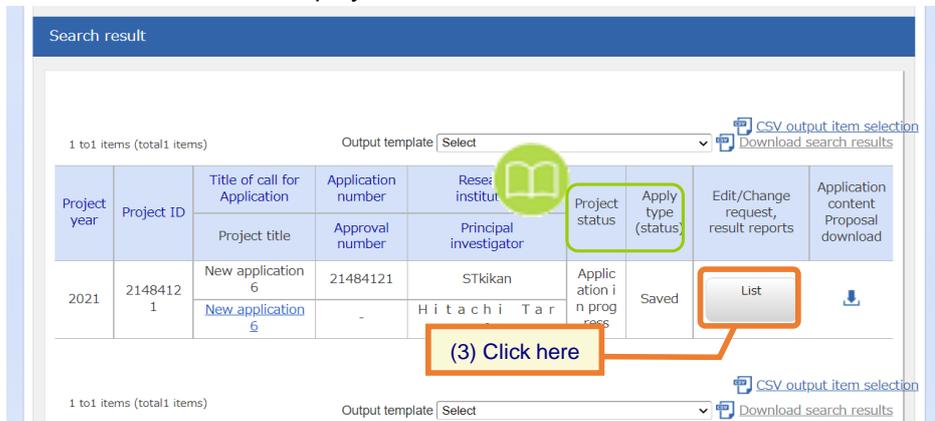
The [List of Applications and Approved Projects] screen is displayed.

(1) Input search terms.

(2) 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.



(3) Click the "List" button next to the project application that you want to change.



Note

Project status and apply type (status)

- If the project status, apply type(status) is one of the following issues, and the saved data was not stored, a new change application is possible.
 - When the project status is "Before registration of grant amount/registration of contract amount" and apply type(status) is " - ", "Applying to modify effort" or "Request for correction to researcher in progress (Adopted project)".
 - When the project status is "After registration of grant amount/registration of contract amount" and apply type(status) is " - ", "Applying to modify effort" or "Request to correction to researcher in progress (Adopted project)".
 - When the project status is "End of fiscal year" and the application type is "Request for correction to researcher in progress (Adopted project)" .

(3) Select "New" under "Request for modification of approved project"

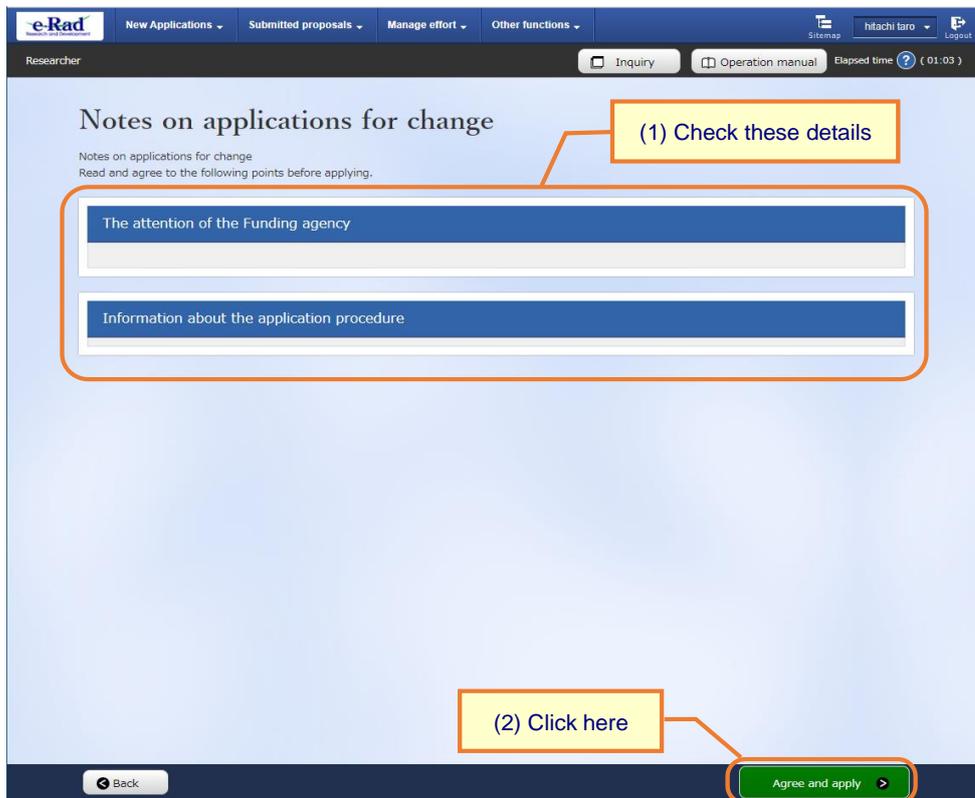
The [Procedures for Submitted Applications and Approved Projects] screen is displayed.

The screenshot shows the 'Procedures for Submitted Applications and Approved Projects' page. At the top, there is a navigation bar with 'e-Rad' logo and menu items: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this is a header with 'Researcher' and utility buttons for 'Inquiry', 'Operation manual', and 'Elapsed time (00:55)'. The main content area is titled 'Procedures for Submitted Applications and Approved Projects' and includes a sub-header 'Perform various procedures according to project status.' Below this is a form displaying project details: Application year (2021), Funding program (Business Test), Title of call for Application (Change application2), Project ID (21484126), Approval number (21484126), and Project title (Change application1). There are also sections for 'Project status' (Resume making a request) and 'Application status' (-). A 'Browse processing history' button is present. The first table, 'Request for modification of approved project', has columns for 'Information specific to the research institution', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Person in charge of the funding Agency'. A 'New' button is highlighted in the 'New request' column. A callout box labeled '(1) Click here' points to this button. The second table, 'Request withdrawal, hold(release of hold) or cancel the approved project', has columns for 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', and 'Browse request details'. A 'New' button is highlighted in the 'New request' column. The third table, 'Result report', is divided into 'Research results' and 'Financial results', each with columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Reporter Authority setting'. A 'Resume ma' button is highlighted in the 'Reporter Authority setting' column of both sections. A 'Back' button is located at the bottom left of the page.

(1) Click the "New" button under "Request for modification of approved project".

(4) Check the notes

The [Notes on applications for change] screen is displayed.



(1) Check the notes.

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

(5) Input request details

The [Application for change of the project] screen is displayed.

The screenshot shows the 'Application for change of the project' interface. At the top, there are navigation tabs: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below these are 'Inquiry' and 'Operation manual' buttons. The main title is 'Application for change of the project'. Below the title, there is a sub-header 'Request to change the approved project. (research costs, project members, etc.)' and instructions: 'The entry screen is divided into tabs. Click each tab to display the corresponding entry fields. Modify the entries to request for changes and click "Apply".'

Four callout boxes highlight specific elements:

- (1) Modify the name:** Points to the 'Project ID / Project title' field, which contains '21484126 / Change application1'.
- (2) Select this tab:** Points to the 'Basic information' tab, which is currently selected.
- (3) Click here:** Points to the 'Save' button at the bottom of the form.
- (4) Click here:** Points to the 'Apply' button at the bottom of the form.

The form fields include:

- Application year / Title of call for Application: FY2021/Change application2
- Approval number: 21484126
- Research period - start year to end year (Christian year): (Start)(FY) 2021 to (End)(FY) 2021
- Research contents: Theory of informatics
- Keyword: (empty)
- Purpose of research: purpose
- Abstract: abstract
- File upload sections for 'Research purpose file' and 'Research summary file'.

The current project details are displayed at first.

(1) If modifications are required, change the name of the research/development project.

If the project title field includes a prohibited character such as a circled number, an error occurs.
 Replace any prohibited characters with valid characters.

(2) Select each tab ([Basic information] and [Research costs / Project members]).

The tab configuration and the input items change according to the call for application.

(3) If you want to temporarily save, click the "save" button.

(4) Click the "confirm" button after the necessary tab is entered.

- If an entry is unfilled or there is an error in the input content, an error indication appears after the click.
 - × Modify the marked items and click the "confirm" button again.



Note

Preview request form

- When you click the "preview request form" button, the application request form can be output in the PDF format.

[Basic information] tab

Modify the item you want to modify.

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

[Research costs and Project members] tab

Application for change of the project

Request to change the approved project. (research costs, project members, etc.)
The entry screen is divided into tabs. Click each tab to display the corresponding entry fields.
Modify the entries to request for changes and click "Apply".

Application year / Title of call for Application: FY2021/Change application2

Project ID / Project title: 21484126/ Change application1

Basic information | Research costs / Project members | Entries specific to the program

Research costs

Reference amount to be granted

2. Change research costs

Change the amount for the next fiscal year onwards

Major items	2021FY	Total
Direct costs	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Principal institution

1. New research costs (the specified fiscal year)

The "New amount (the specified current fiscal year)" reflects the total amount entered in "Change research costs" above. Total of new amount for each researcher reflects the total amounts entered in "2. Change project member details" below. Correct each amount so that the difference is 0 yen.

	New amount (the specified current fiscal year)	Total of new amount for each researcher	Difference
Direct costs	1,000 yen	1,000 yen	0 yen

2. Change project member details (the specified fiscal year)

Add line | Delete selected line

Search researchers	Researcher number Date of Birth Name(age)	Research institution Department Position/Class	Specialized Field Academic degree / Date of degree acquisition / University Role in this project	Direct costs	Effort (%)	Viewing / editing permission	Delete	Transfer
Change	Representative 60936590 2009/03/01 hitachi taro (22years old)	STkikan 学入 数理/Institution director / department director class	Specialty Other (Other) - 日立次 日立次 専 file	1,000 yen	1			

Register message between project members

▼ Display advanced search items

Principal Investigator Name: (Name in Japanese Katakana) (Surname) (first name)

(Name) (Surname)hitachi (first name)Taro

Affiliated research institute: STkikan

Address: 〒001-0001 東京都中央区玉川字道6-1-1

Phone number: | Fax number: |

E-mail address 1: hitachiTaro@ered-development.net

E-mail address 2: |

Department name: 学入

Position: 数理

Back Save Preview request form Apply

(1) Enter the research costs for each year.

Please make sure that the amount of the total column is within the range of "1. Maximum and minimum for each cost item"

If the funding agency has enabled file upload for "費目項目設定", you can specify the research cost either by attaching a file or by entering the cost. If file upload is not enabled, the upload field does not appear.

(2) If you have a member who participates in the assignment, click the "Add line" link and enter the research expense of the first year of the study.

The total amount of research expenses entered into the research representatives and investigators must be consistent with the amount entered in the first year of "2. Cost breakdown for each fiscal year".

(Example) direct costs of first year, 100000 yen, indirect costs 50000 yen

Research representative: direct costs: 6000 yen, indirect costs 30000 yen

Research sharer: direct costs: 40000 yen; indirect costs 20000 yen

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

New amount (the specified current fiscal year): The cost entered in "2.Cost breakdown for each fiscal year".

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

difference:(New amount (the specified current fiscal year)) – (Total of new 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.



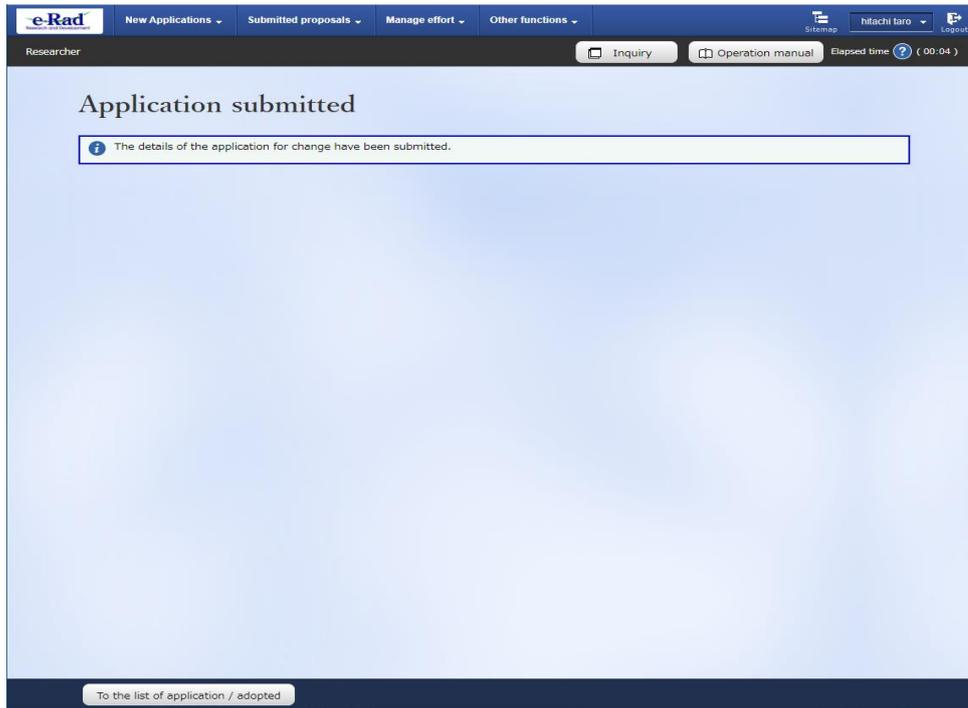
Note

Viewing / Editing Authority

- When a research member is added by registration of the research organization information, it is not possible to view, edit, and you can set the permissions to the researcher.
Edit: you can't submit it, but you can modify saved project application.
View: you can't modify it, but can be viewed before submission
No modification: you can't modify it, and you cannot browse until you submit it.

(6) Request registered

The [Application submitted] screen is displayed.



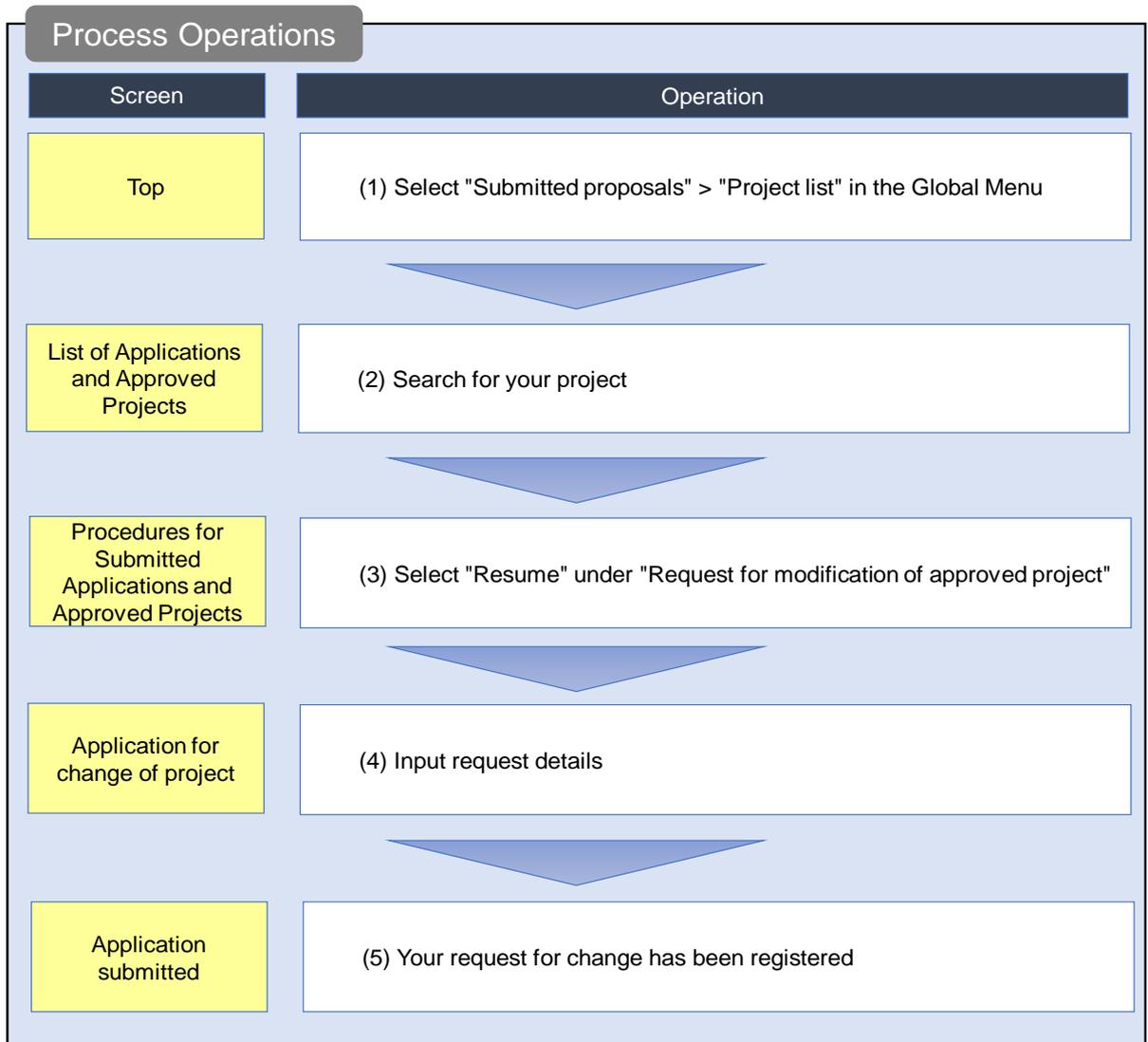
Your request for change is submitted to your research institution. It will only be submitted to the Funding agency when it is approved by your research institution.

The new details are applied to the project after the change application is accepted by the Funding agency.

Above is the procedure to register a new change application.

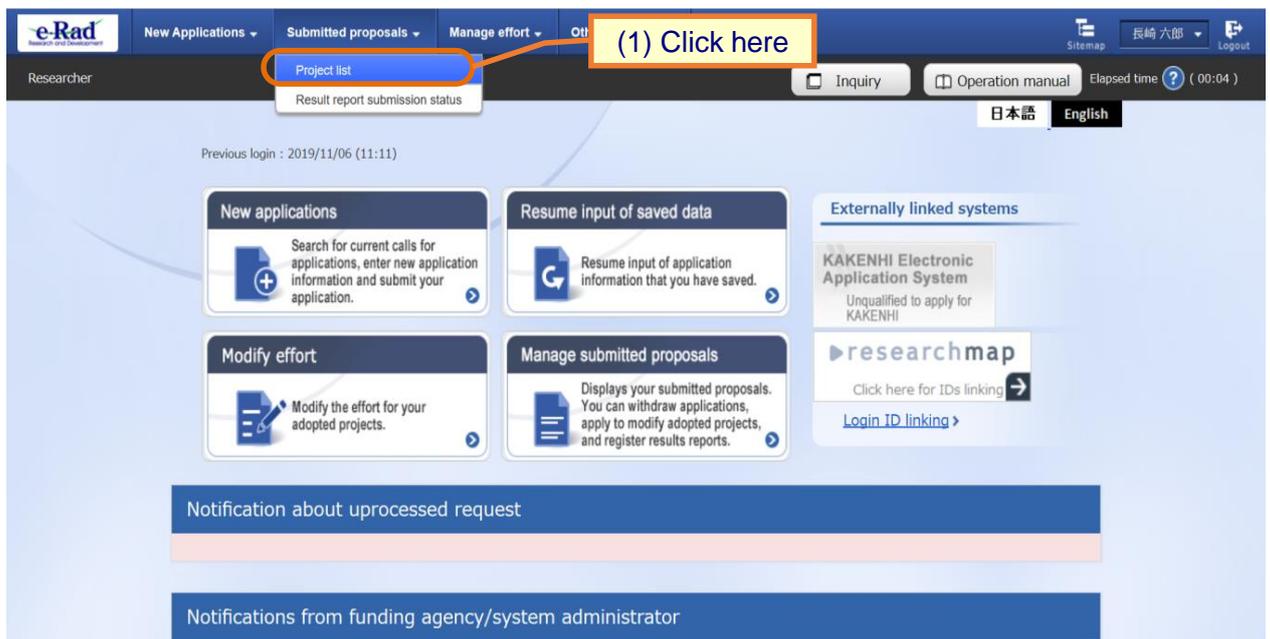
2.2 Resuming Saved Input

This section explains how to resume input in a saved request for change.



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 in the eRad system. At the top, there is a navigation bar with options like '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 includes a brief description and a list of 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 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] with a 'Required' label.
- Number of displayed items: [Dropdown menu] set to 100.

A pink arrow points from the 'Search conditions' form to a zoomed-in view of the 'Category(ies) to be searched' section, labeled '(2) Select category'. This section shows the 'Only Applications' radio button selected.

An orange box labeled '(3) Click here' points to the 'Search' button at the bottom right of the search conditions form.

The zoomed-in view at the bottom shows the 'Hide advanced search conditions' button and the following search criteria:

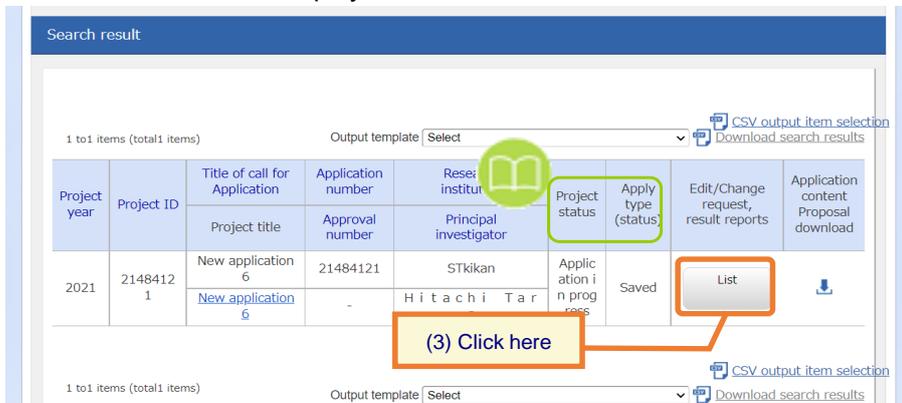
- Application number: [Text input] [Exact match]
- Approval number: [Text input] [Exact match]
- Application entity: Radio buttons for 'All' (selected), 'Researcher unit', and 'Research institution unit'.
- Category of researcher's concurrent posts: Radio buttons for 'All' (selected), 'Principal investigator', and 'Co-investigator'. There is also a checkbox for 'Exclude in case of principal investigator'.
- Project status: A section with 'Application status' and 'Approved status' sub-sections, each with 'All select' and several checkboxes for different project stages.

(1) Input search terms.

(2) 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.



(3) Click the "List" button which you want to resume input.



Note

Project status, Apply type (status)

- When you have project status, apply type (status) that like below and saved data, you can edit the application for change.
 - When the project status is "Before registration of grant amount/registration of contract amount" and Apply type(status) is " - ", "Applying to modify effort", "Request for modification in progress" or "Request for correction to researcher in progress (Adopted project)".
 - When the project status is "After registration of grant amount/registration of contract amount" and Apply type(status) is " - ", "Applying to modify effort", "Request for modification in progress" or "Request to correction to researcher in progress (Adopted project)".
 - When the project status is "End of fiscal year" and Apply type(status) is "Request for correction to researcher in progress (Adopted project)".
- # You can also edit when the project status is "Request for modification in progress" in case of Pullback/Sent back.

(3) Select "Resume" under "Request for modification of approved project"

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

The screenshot shows the e-Rad web interface. At the top, there are navigation tabs: "New Applications", "Submitted proposals", "Manage effort", and "Other functions". The user is logged in as "hitachi taro". The main heading is "Procedures for Submitted Applications and Approved Projects". Below this, there is a table with project details:

Application year	2021
Funding program	Business Test
Title of call for Application	Change application5
Project ID	21484167
Approval number	21484167
Project title	Change application5
Status	Project status: Resume making a registration
	Application status: -

Below the table, there is a section titled "Request for modification of approved project". It contains a table with columns: "Information specific to the research institution", "Status", "New request", "Resume making a request", "Delete", "Browse request details", and "Person in charge of the funding Agency". The "Resume" button under the "Resume making a request" column is highlighted with an orange circle, and a callout box with the text "(1) Click here" points to it.

Below this, there is another section titled "Request withdrawal, hold(release of hold) or cancel the approved project". It contains a table with columns: "Status", "New request", "Resume making a request", "Delete", "Pullback", and "Browse request details". The "Resume" button under the "Resume making a request" column is also visible.

At the bottom, there is a "Result report" section with "Research results" and "Financial results" tables. Each table has columns: "Start date of registration", "Deadline", "Status", "New request", "Resume making a request", "Delete", "Pullback", "Browse request details", and "Reporter · Authority setting". The "Resume ma" button is visible under the "Resume making a request" column in both tables.

(1) Click the "Resume" button under "Request for modification of approved project".

(4) Input request details

The [Application for change of project] screen is displayed.

Application year / Title of call for Application: FY2021/Change application5

Project ID / Project title: 21484167/Change application5

Approval number: 21484167

Research period - start year to end year(Christian year): (Start)(FY) 2021 to(End)(FY) 2021

Research field (main): Research contents: Mathematicalinformatics

Keyword: Keyword

Purpose of research: purpose

Name	Format	Size	File name
Research purpose file	[PDF (PDF)]	10MB	

Abstract: abstract

Name	Format	Size	File name
Research summary file	[PDF (PDF)]	10MB	

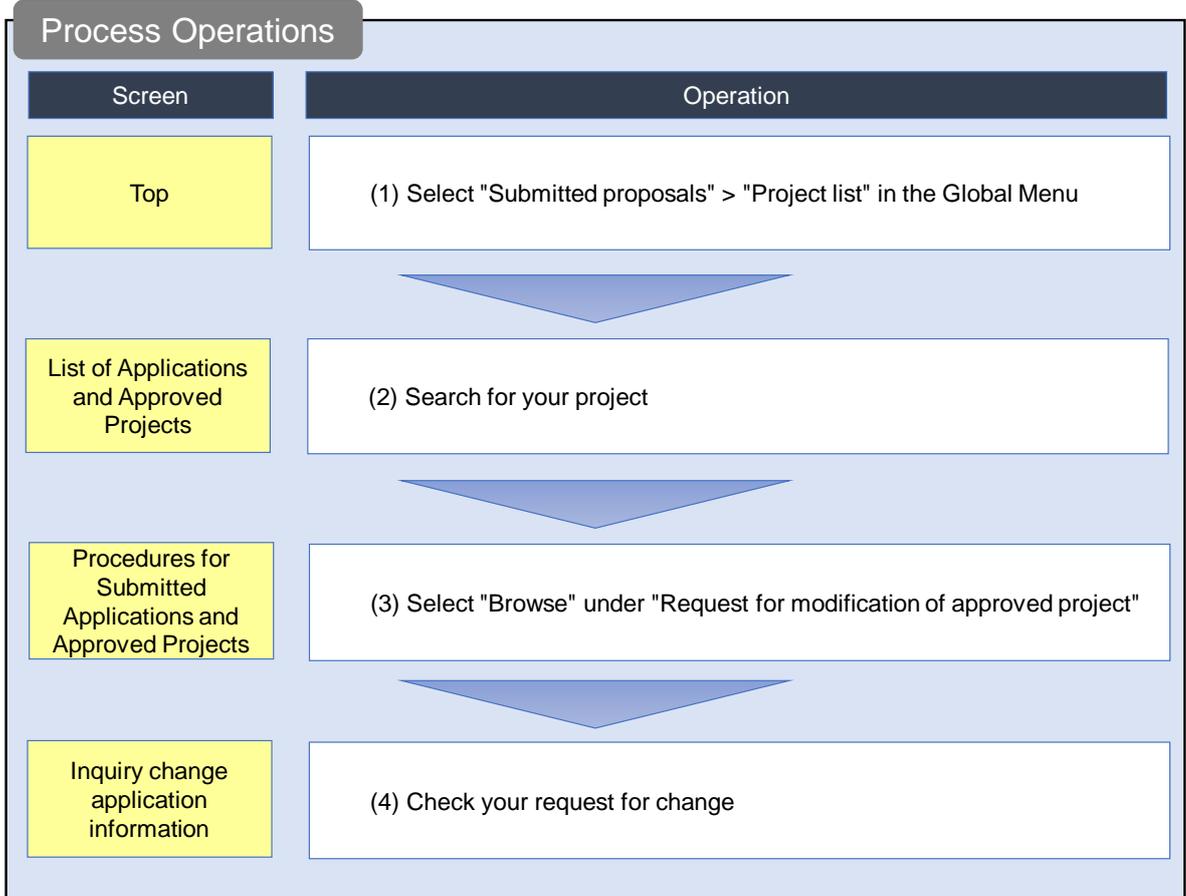
Basic information - Application documents

Buttons: Back, Save, Preview request form, Apply

The rest of this process is the same as P.2-9 "(5) Input request details" onward in "2.1 Creating a New Request for Change" of the Operation Manual for Researchers.

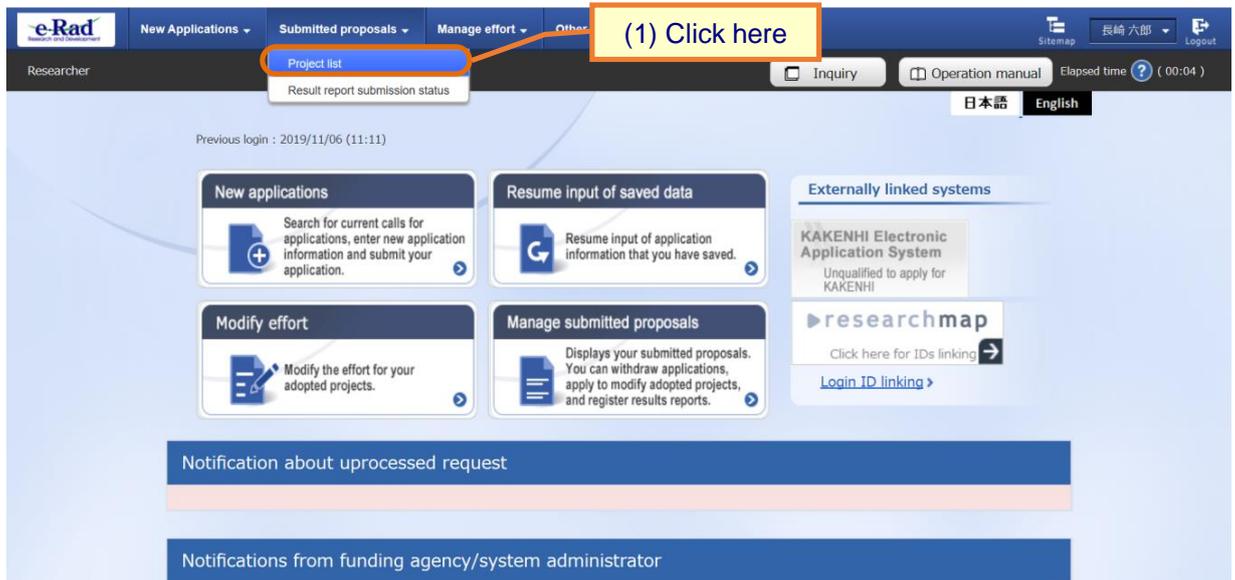
2.3 Checking Request Details

This section explains how to check the details of a request for change 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 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 conditions

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) 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.

Project year	Project ID	Title of call for Application	Application number	Rese: institut	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
2021	21484121	New application 6 New application 6	21484121	STkikan H i t a c h i T a r	Application i n prog	Saved	List	

(3) Click the "List" button next to the call for application that you want to check.

(3) Select "Browse" under "Request for modification of approved project"

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

The screenshot shows the e-Rad web application interface. At the top, there is a navigation bar with options like 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below this is a header section titled 'Procedures for Submitted Applications and Approved Projects'. The main content area is divided into several sections:

- Request for modification of approved project:** This section contains a table with columns for 'Information specific to the research institution', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Person in charge of the funding Agency'. The 'Browse' button is circled in red, and a callout box points to it with the text '(1) Click here'.
- Request withdrawal, hold(release of hold) or cancel the approved project:** This section contains a table with columns for 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', and 'Browse request details'.
- Result report:** This section contains two tables, 'Research results' and 'Financial results', each with columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Reporter Authority setting'.

(1) Click the "Browse" button under "Request for modification of approved project".



Note

Browse processing history

- You can check the operation history such as the date of registration, the approval date of change application.



Caution

Viewable range

- If the investigator is not authorized to edit or browse, the button will not be displayed until the application is submitted.

(4) Checking Request Details

The [Inquiry change application information] screen is displayed. You can confirm the details of the application.

Inquiry change application information

Request to change the approved project. (research costs, project members, etc.)
 The entry screen is divided into tabs. Click each tab to display the corresponding entry fields.
 Modify the entries to request for changes and click "Apply".

Application year / Title of call for Application: FY2021/Change application5
 Project ID / Project title: Required 21484167/Change application5

Basic information | Research costs / Project members | Entries specific to the program

Basic information

Approval number: 21484167

Research period - start year(Christian year) to end year(Christian year): Required Minimum research period:1years Maximum research period:2years
 (Start)(FY) 2021 to(End)(FY) 2021

Research contents: Mathematicalinformatics

Research field (main): Required

Keyword: Required

Keyword	Delete
Keyword	<input type="checkbox"/>

Input research field (secondary)

Purpose of research: Required *1000 characters or less (line breaks and spaces are each counted as one character)

purpose

More 993 more characters.

Name	Format	Size	File name
Research purpose file	[PDF (PDF)]	10MB	<input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Clear"/>

Abstract: Required *1000 characters or less (line breaks and spaces are each counted as one character)

abstract

More 992 more characters.

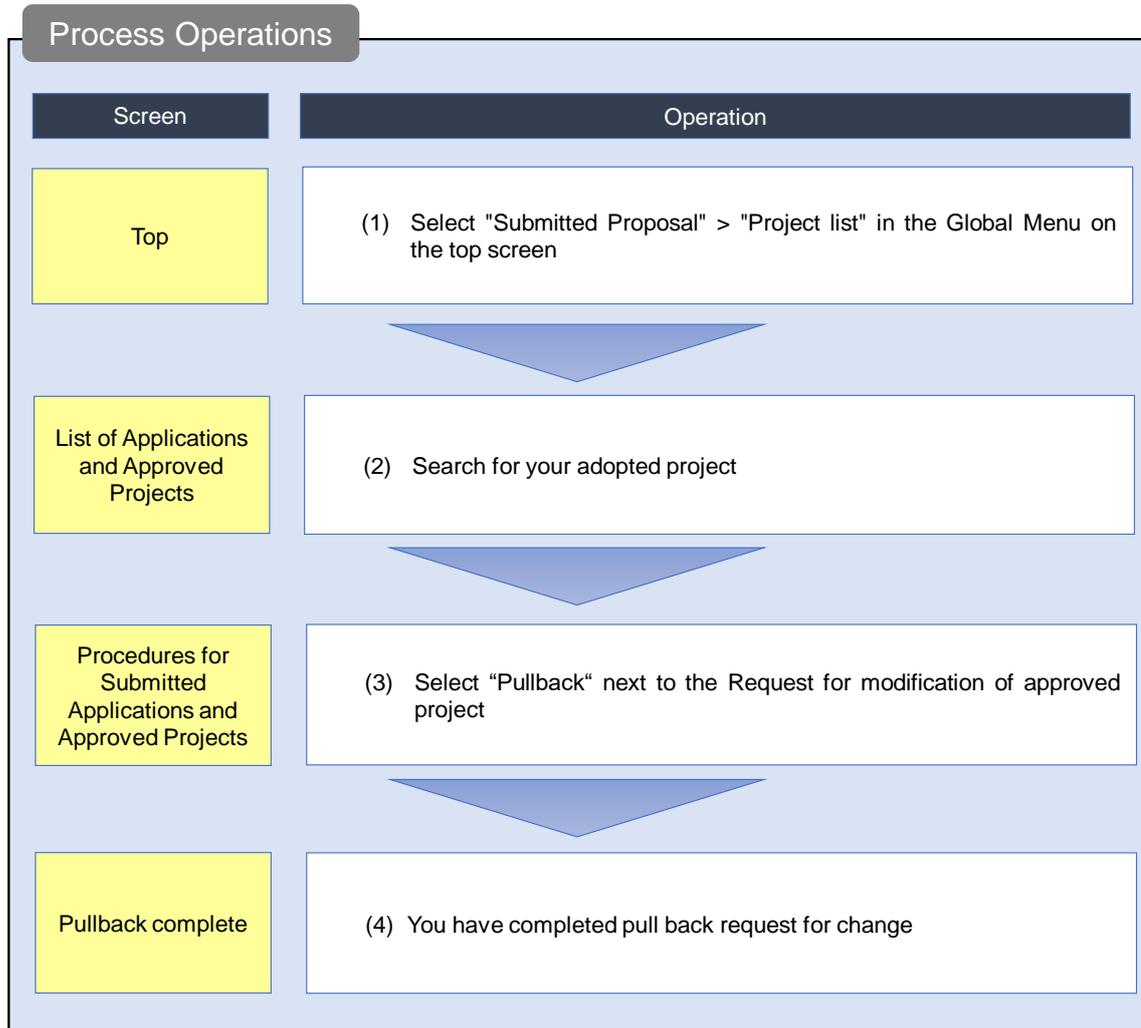
Name	Format	Size	File name
Research summary file	[PDF (PDF)]	10MB	<input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Clear"/>

Basic information - Application documents

Above is the procedure for checking change application information.

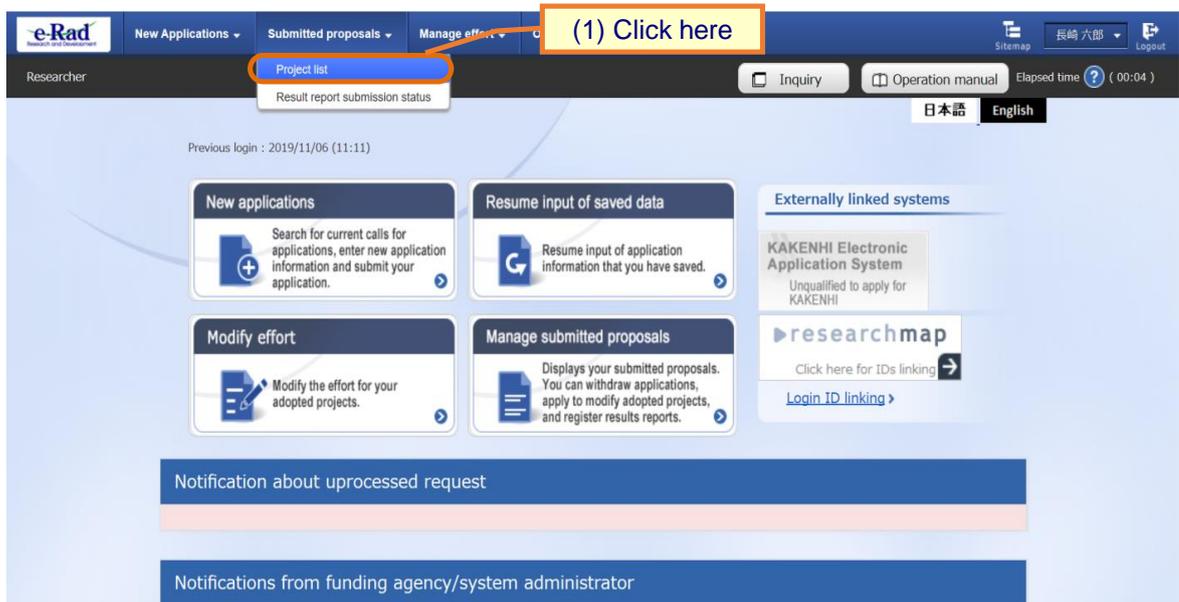
2.4 Pull back Request

This section explains how to pull back request for change.



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 approved 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', 'Operation manual', and 'Elapsed time (00:02)' are on the right. A yellow warning box states: 'The following initial values are set in the search conditions to improve search performance. search object : Only Applications. Please review the search conditions as necessary.'

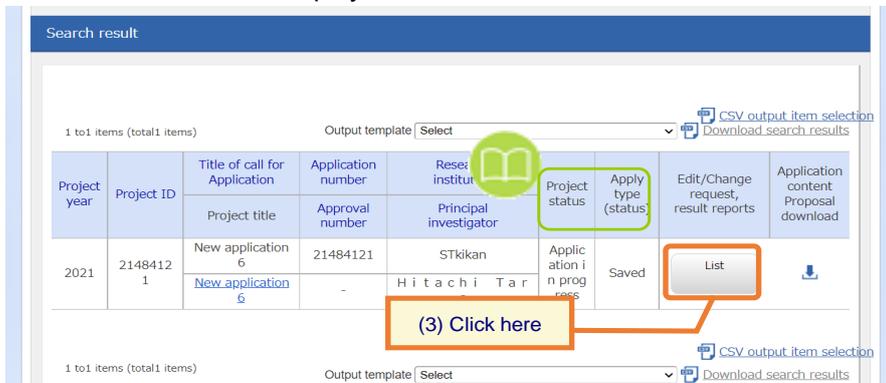
The main heading is 'List of Applications and Approved Projects'. Below it, a list of procedures is provided: 'Correct applications', 'Request to change the approved projects', 'Request to withdraw, hold or cancel the approved projects', and 'Register result reports'. A large orange box labeled '(1) Fill out these fields' encompasses 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', 'Funding agency', and 'Number of displayed items'. The 'Category(ies) to be searched' section has radio buttons for 'All', 'Only Applications' (which is selected), and 'Only Approved Projects'. A pink arrow points from the 'Search' button in the orange box to a second, more detailed search conditions form below. This second form is titled 'Hide advanced search conditions' and includes fields for 'Application number', 'Approval number', 'Application entity', 'Category of researcher's concurrent posts', and 'Project status'. The 'Project status' section has checkboxes for 'Application status' (Application in progress, Application received, Not received, After registration of approved result, Approved, Not approved, Retracted) and 'Approved status' (Before registration of grant amount / contract amount, After registration of grant amount / contract amount, End of year, Published to CSTI, Discontinue project, Withdraw, Hold). A yellow box labeled '(2) Select category' points to the 'Only Applications' radio button. Another yellow box labeled '(3) Click here' points to the 'Search' button. At the bottom of the page, there are 'Main page' and 'Import' buttons.

(1) Input search terms.

(2) Click the "Search" button.

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

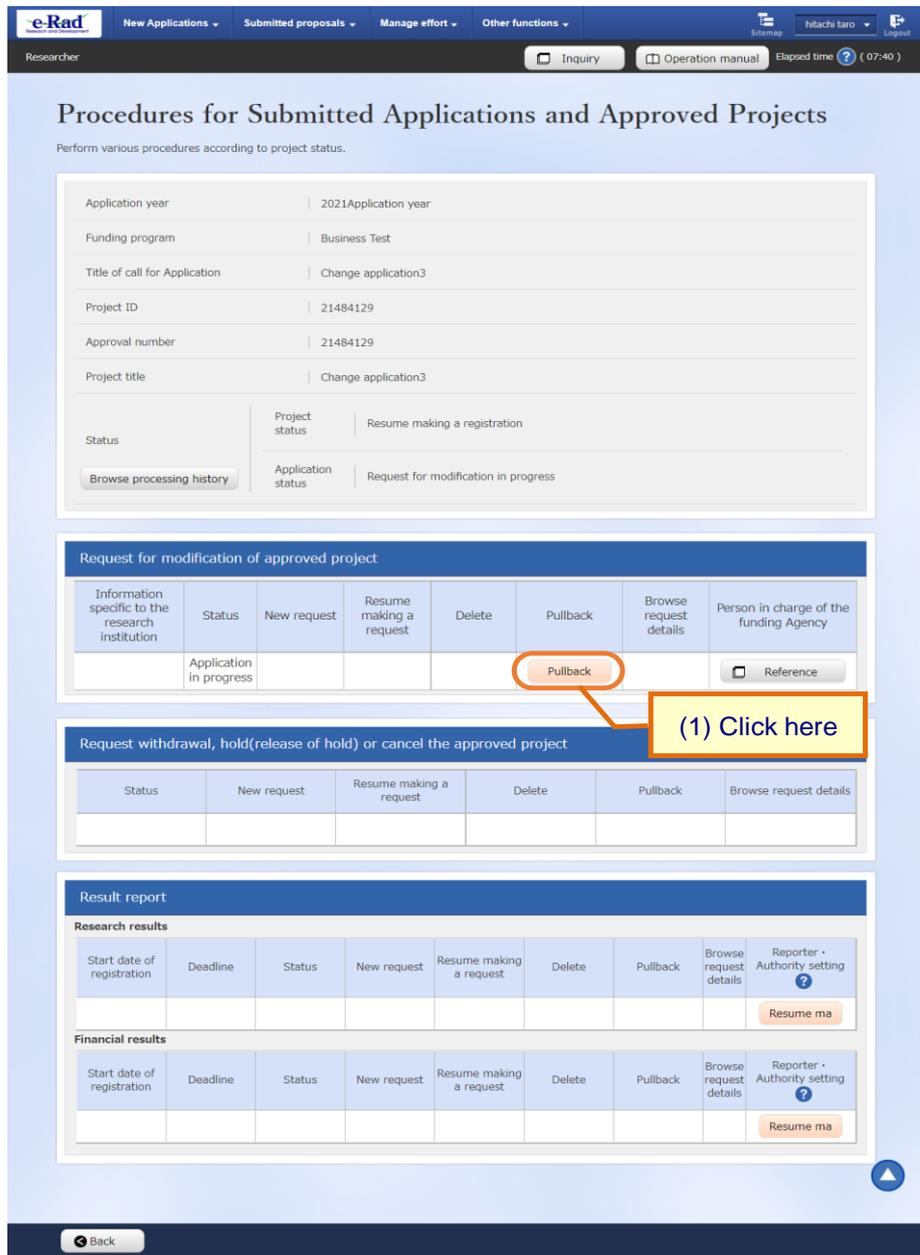
The search results are displayed.



(3) Click the "List" button next to the adopted project of change application for which you want to pull back.

(3) Select "Pullback" under "Request for modification of approved project"

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



(1) Click the "Pullback" button under "Request for modification of approved project".

Caution Possible range of Pullback

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

Processing is complete. Click "Back" to proceed.

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021	
Funding program	Business Test	
Title of call for Application	Change application3	
Project ID	21484129	
Approval number	21484129	
Project title	Change application3	
Status	Project status	Resume making a registration
	Application status	Request for modification in progress

[Browse processing history](#)

Request for modification of approved project

Information specific to the research institution	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Person in charge of the funding Agency
	Application in progress		Resume				Reference

Request withdrawal, hold(release of hold) or cancel the approved project

Status	New request	Resume making a request	Delete	Pullback	Browse request details

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter · Authority setting
								Resume ma

Financial results

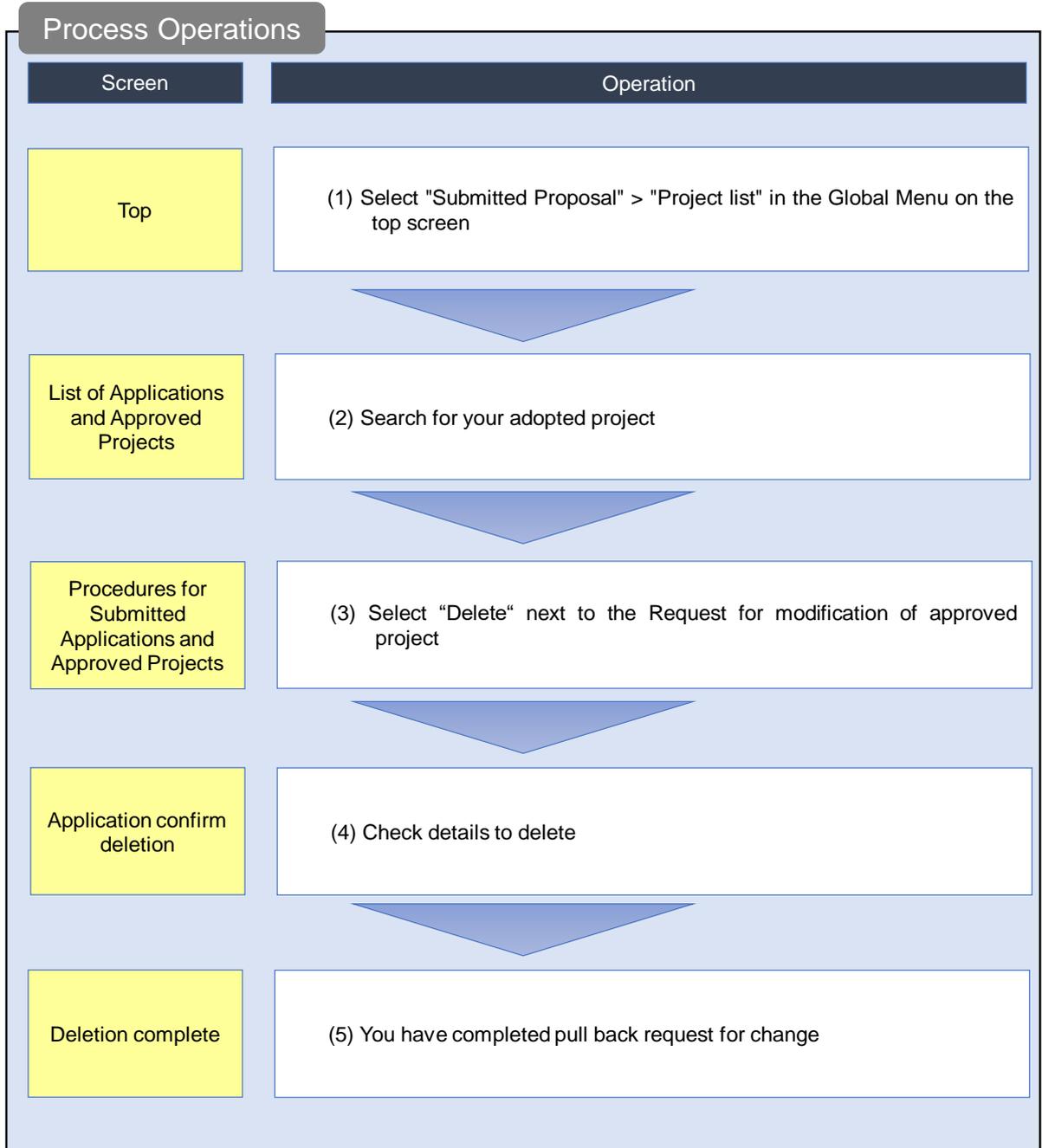
Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter · Authority setting
								Resume ma

[Back](#)

The above is the procedure for pulling back the request for change.

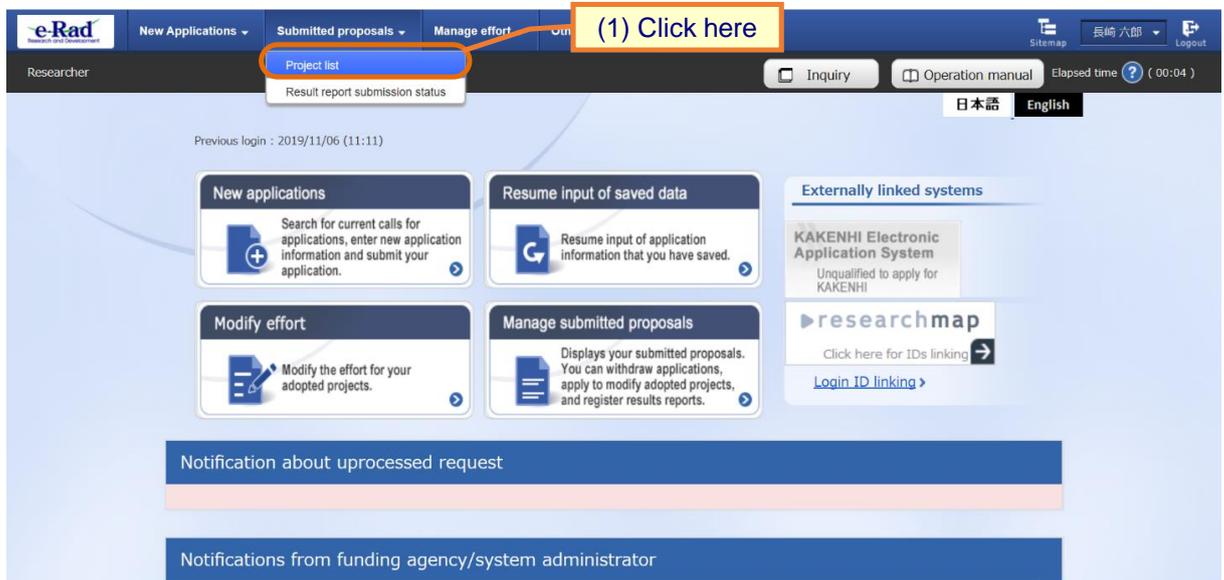
2.5 Delete Request

This section explains how to delete request for change 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 requested 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', 'Operation manual', and 'Elapsed time (00:02)' are on the right. A yellow warning box states: 'The following initial values are set in the search conditions to improve search performance. search object : Only Applications. Please review the search conditions as necessary.'

The main heading is 'List of Applications and Approved Projects'. 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'. The 'Search conditions' form 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] with a 'Required' label.
- Number of displayed items: [Text input] 100 [Dropdown arrow]

 A pink arrow points from the 'Search' button in the form to the expanded search conditions section below, which is labeled '(3) Click here'. This section, titled 'Hide advanced search conditions', 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', plus a checkbox for 'Exclude in case of principal investigator'.
- Project status: A grid of checkboxes for 'Application status' (Application in progress, Application received, Not received, After registration of approved result, Approved, Not approved, Retracted) and 'Approved status' (Before registration of grant amount / contract amount, After registration of grant amount / contract amount, End of year, Published to CSTI, Discontinue project, Withdraw, Hold).

(1) Input search terms.

(2) 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.

Search result

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

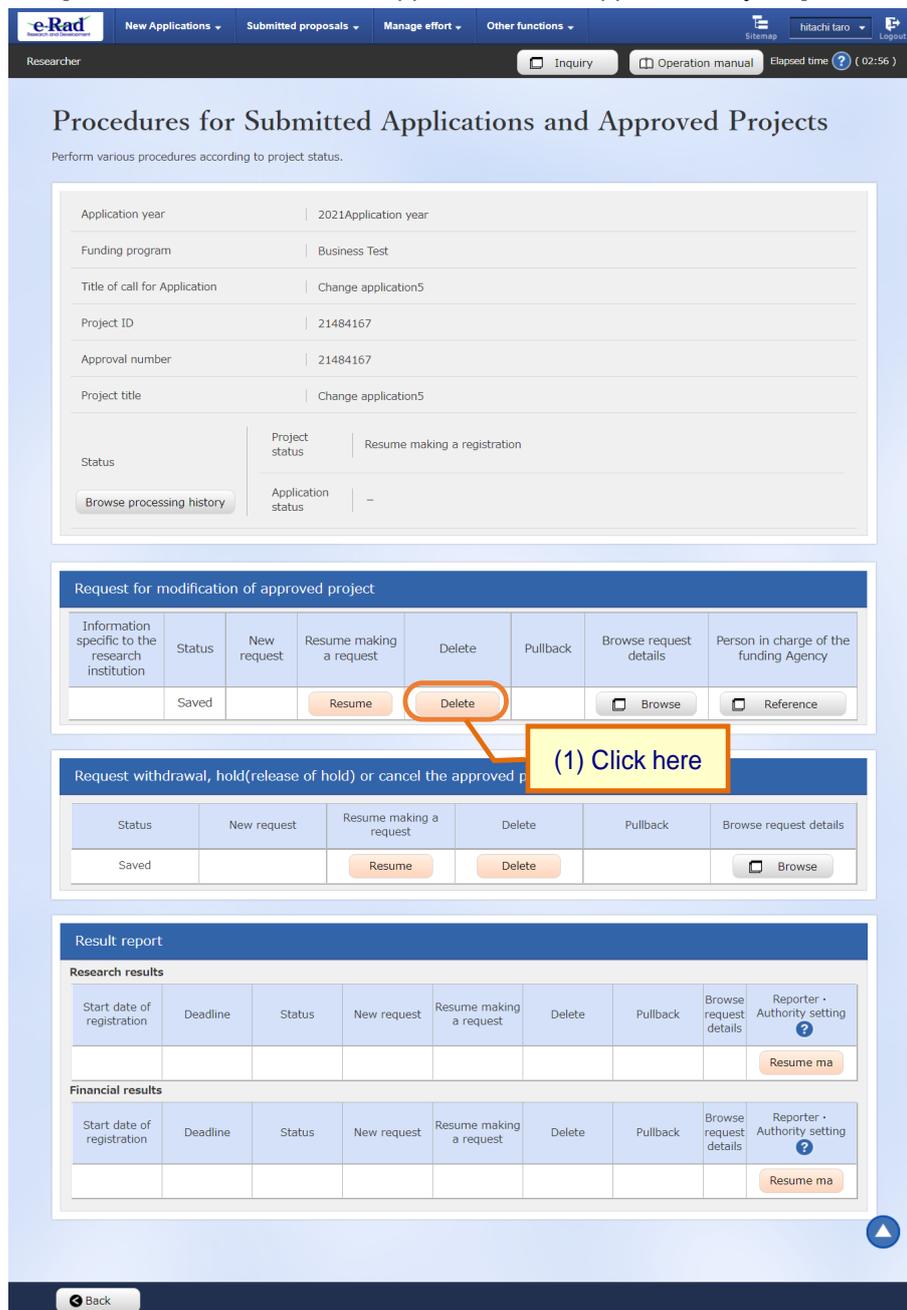
Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
2021	21484121	New application 6 New application 6	21484121	STkikan Hitachi Tar	Application in progress	Saved	List	Download

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

(3) Click the "List" button next to the project for which you want to delete request for change.

(3) Select "Delete" under "Request for modification of approved project"

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



(1) Click the "Delete" button under "Request for modification of approved project".

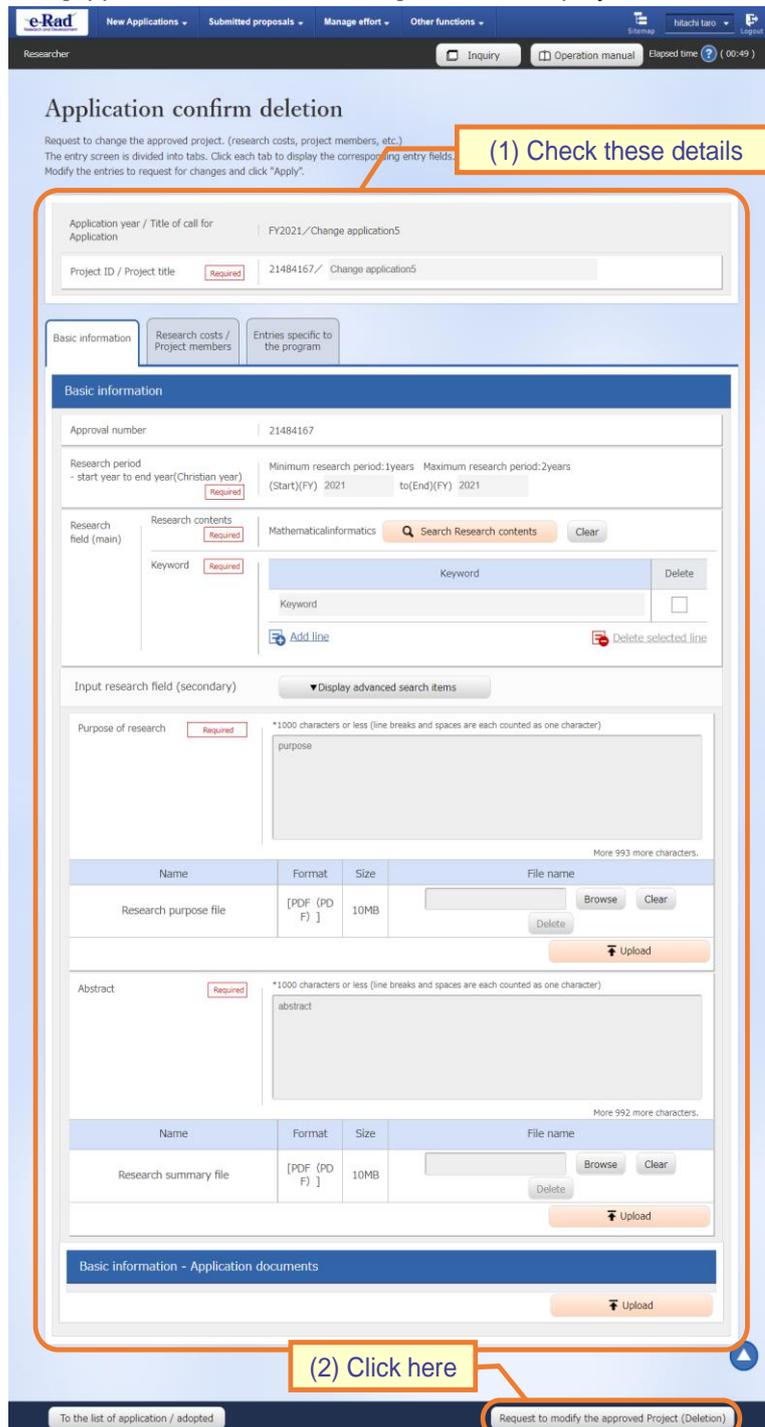
!
Caution

Possible conditions of deletion

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

(4) Checking details to deleted

The [Application confirm deletion] screen is displayed.



(1) Check the details.

(2) Click the "Request to modify the approved Project (Deletion)" button.

(5) Delete complete

The [Application confirm deletion] screen is displayed.



The above is how to delete request for change.