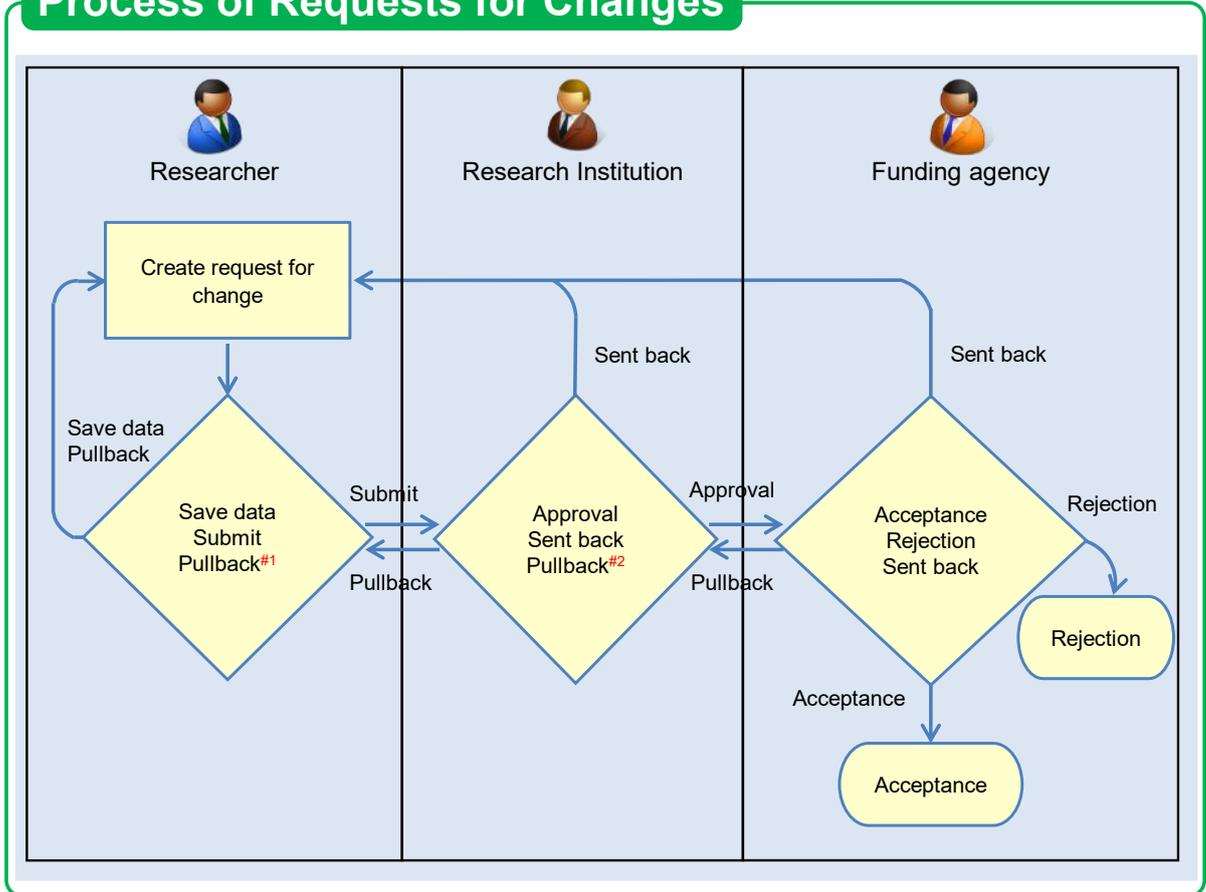


## 2. Requests for Changes

### 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.

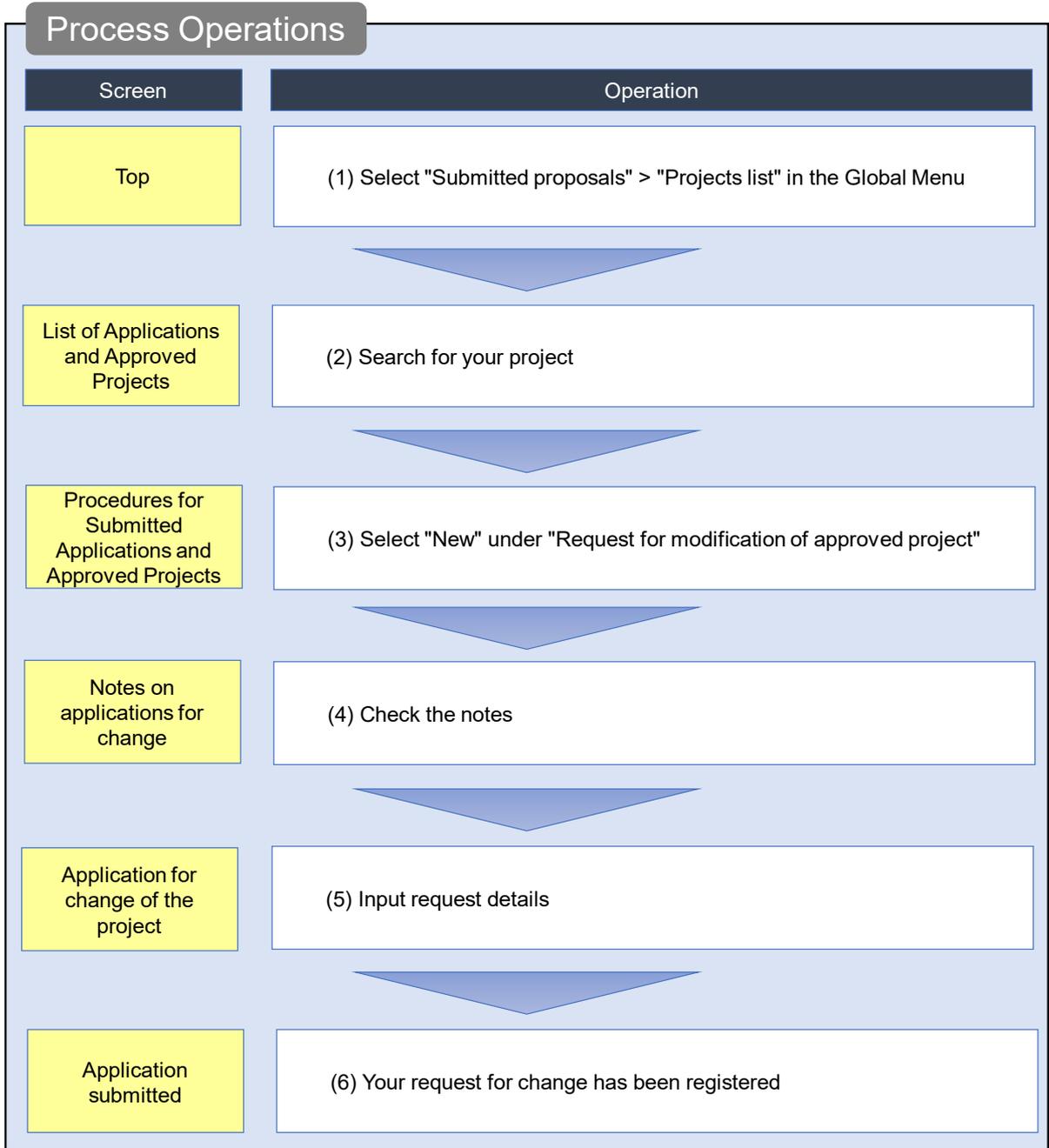
#2 You can pull back until accepted by Funding agency.

## 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](#)"

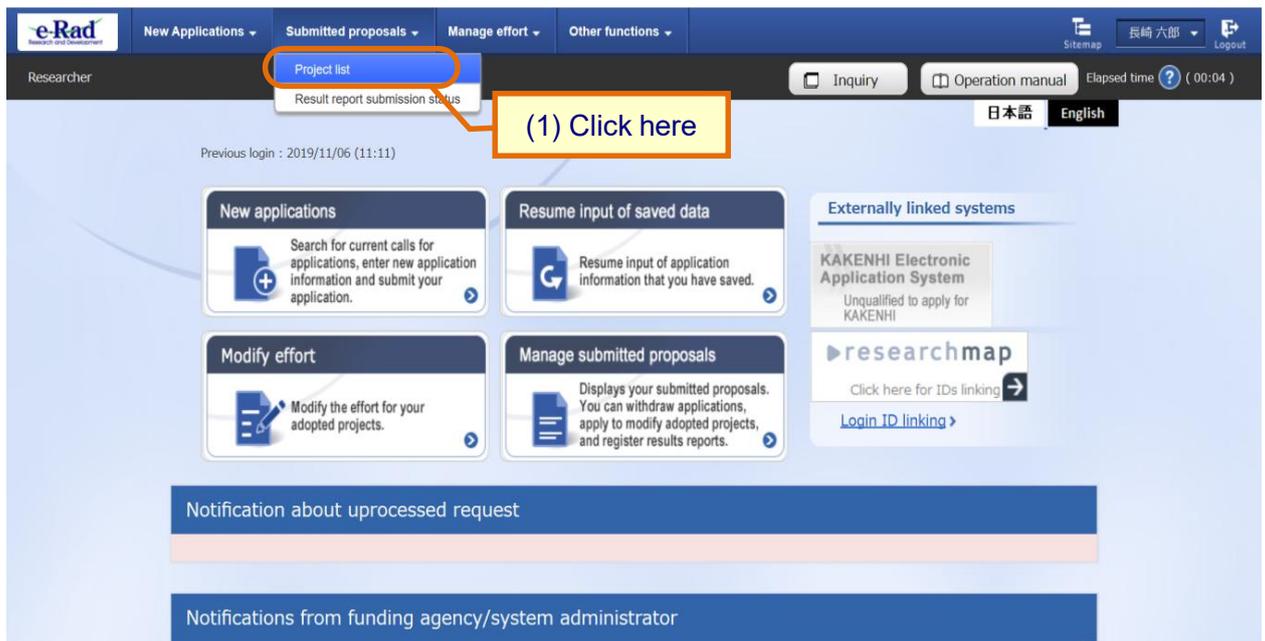
## 2.1 Creating a New Request for Change

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.

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
		Project title	Approval number	Principal investigator				
2021	21484121	New application 6	21484121	STkikan	Application in progress	Saved	List	
		<a href="#">New application 6</a>	-					

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

(3) Click here

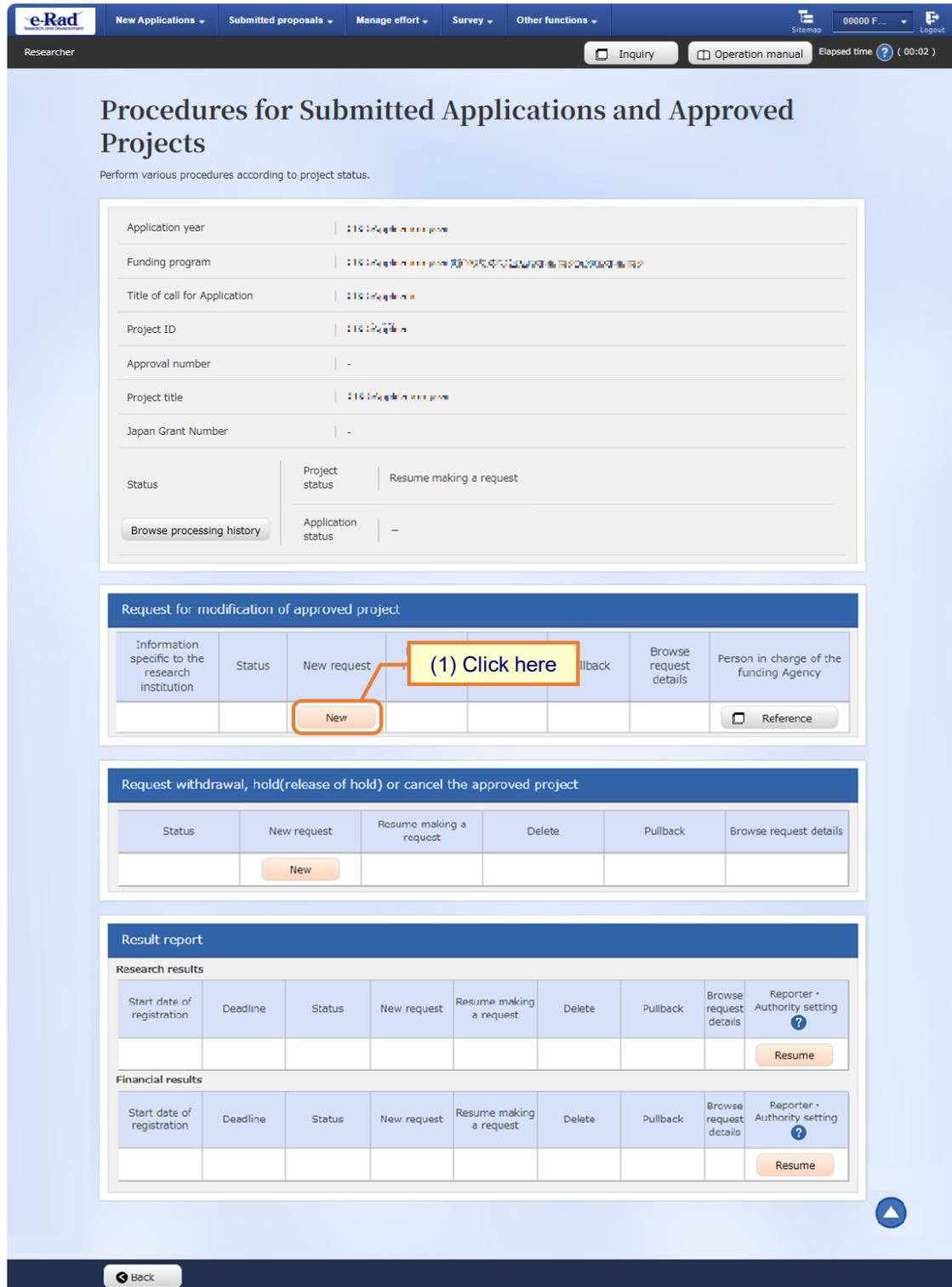
(3) Click the "List" button next to the project application that you want to change.

**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"**

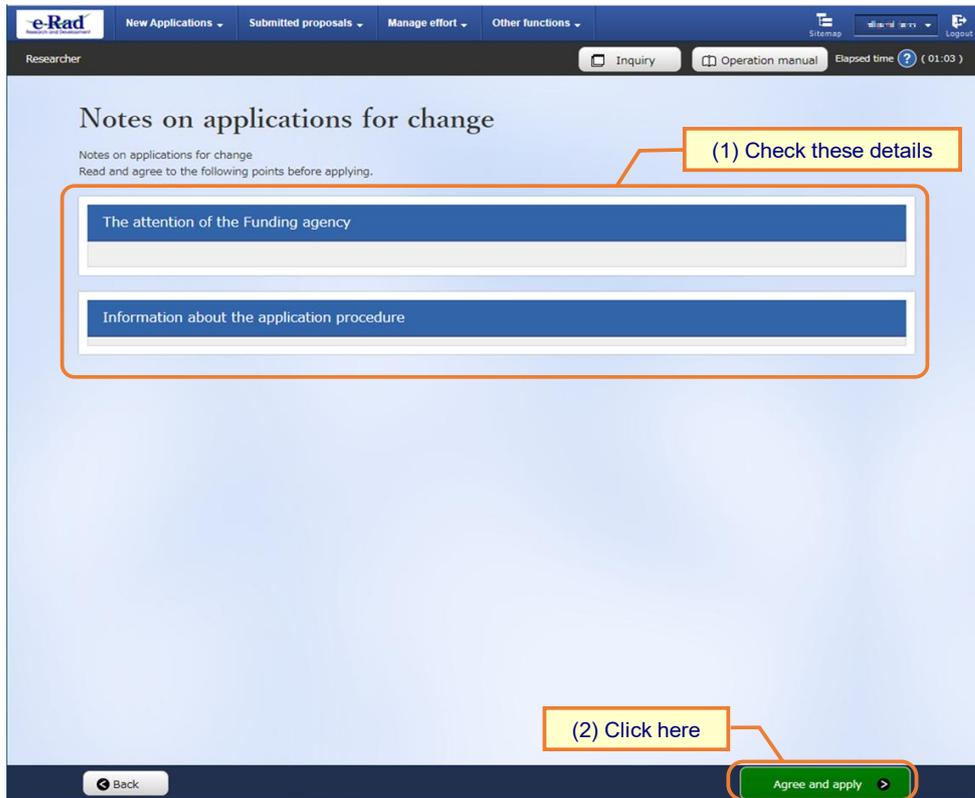
The [Procedures for Submitted Applications and Approved Projects] screen is displayed.



(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.

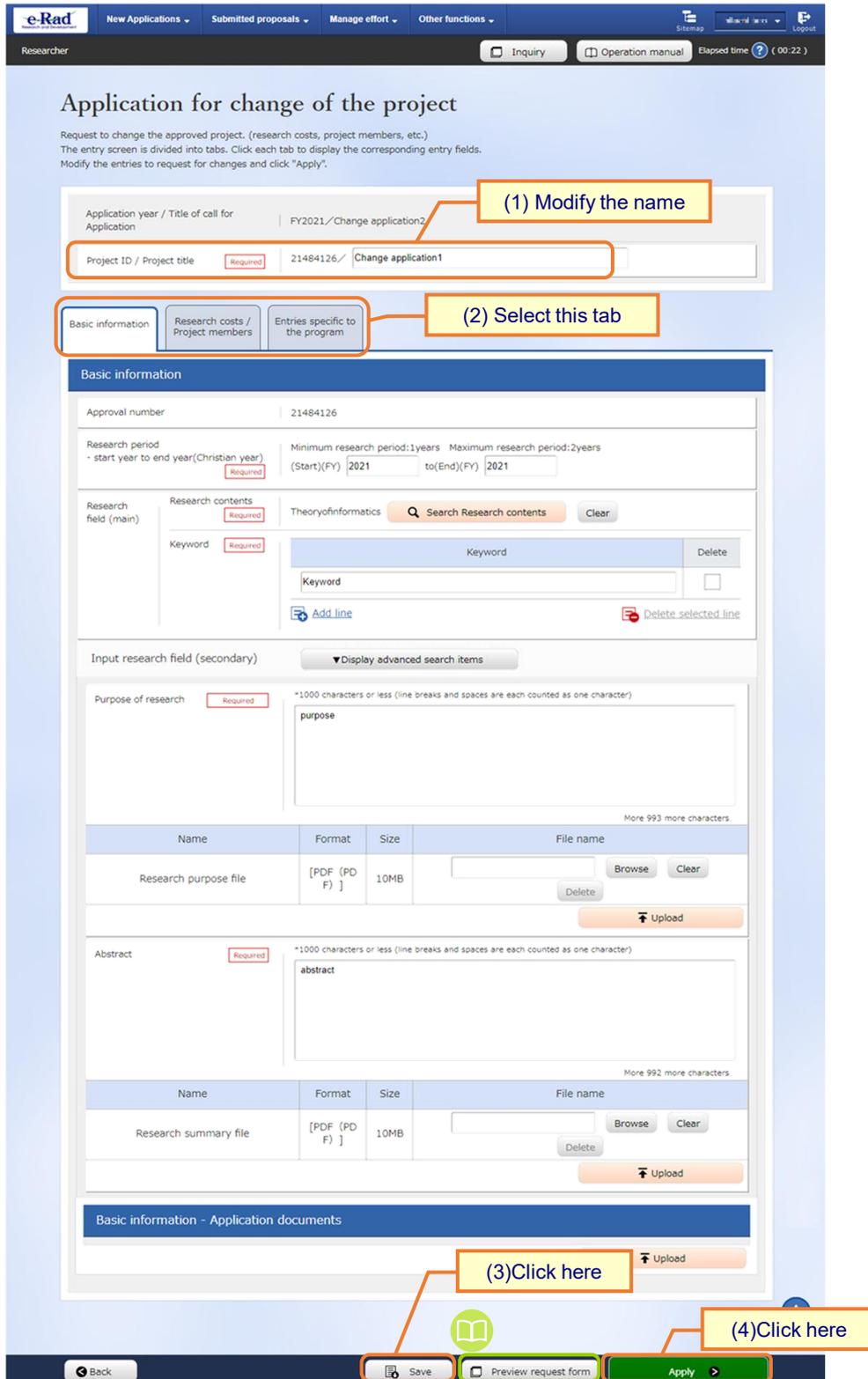


(1) Check the notes.

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

**(5) Input request details**

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



The 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**

e-Rad
New Applications ▾ Submitted proposals ▾ Manage effort ▾ Other functions ▾

Researcher
Inquiry Operation manual Elapsed time ( 00:07 )

## 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 Required 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 <span style="border: 1px solid red; padding: 2px;">Required</span>	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 amounts entered in "Change research costs" above. 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	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 principal investigator	Representative 60936590	2000/01/01 (22years old)	STkikan	テスト 教授/Institution director / department director class	specialty <input checked="" type="checkbox"/> Other (Other)	1,000 yen	1			

[Add line](#) [Delete selected line](#)

Register message between project members ▼Display advanced search items

Principal Investigator Name	(Name in Japanese katakana)	(Surname)	(first name)
	(Name)	(Surname)	(first name)
Affiliated research institute	STkikan		
Address	〒		
Phone number		Fax number	
E-mail address 1			
E-mail address 2			
Department name	テスト		
Position	教授		

Back Save Preview request form Apply

(1)Correction

(3)Confirm

(2)Correction

(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.



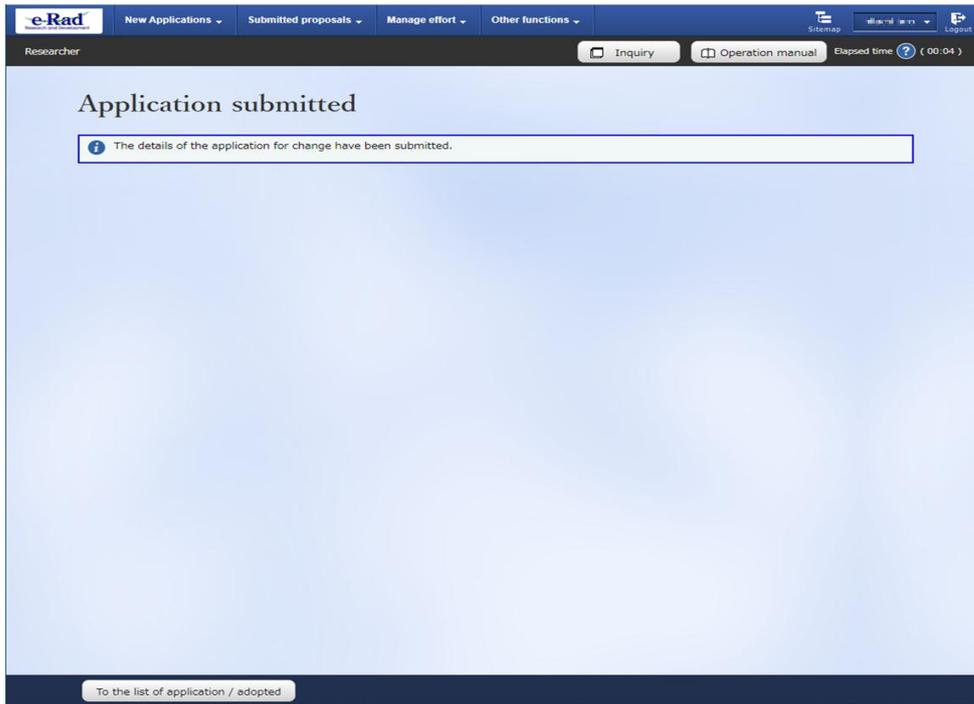
Note

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.



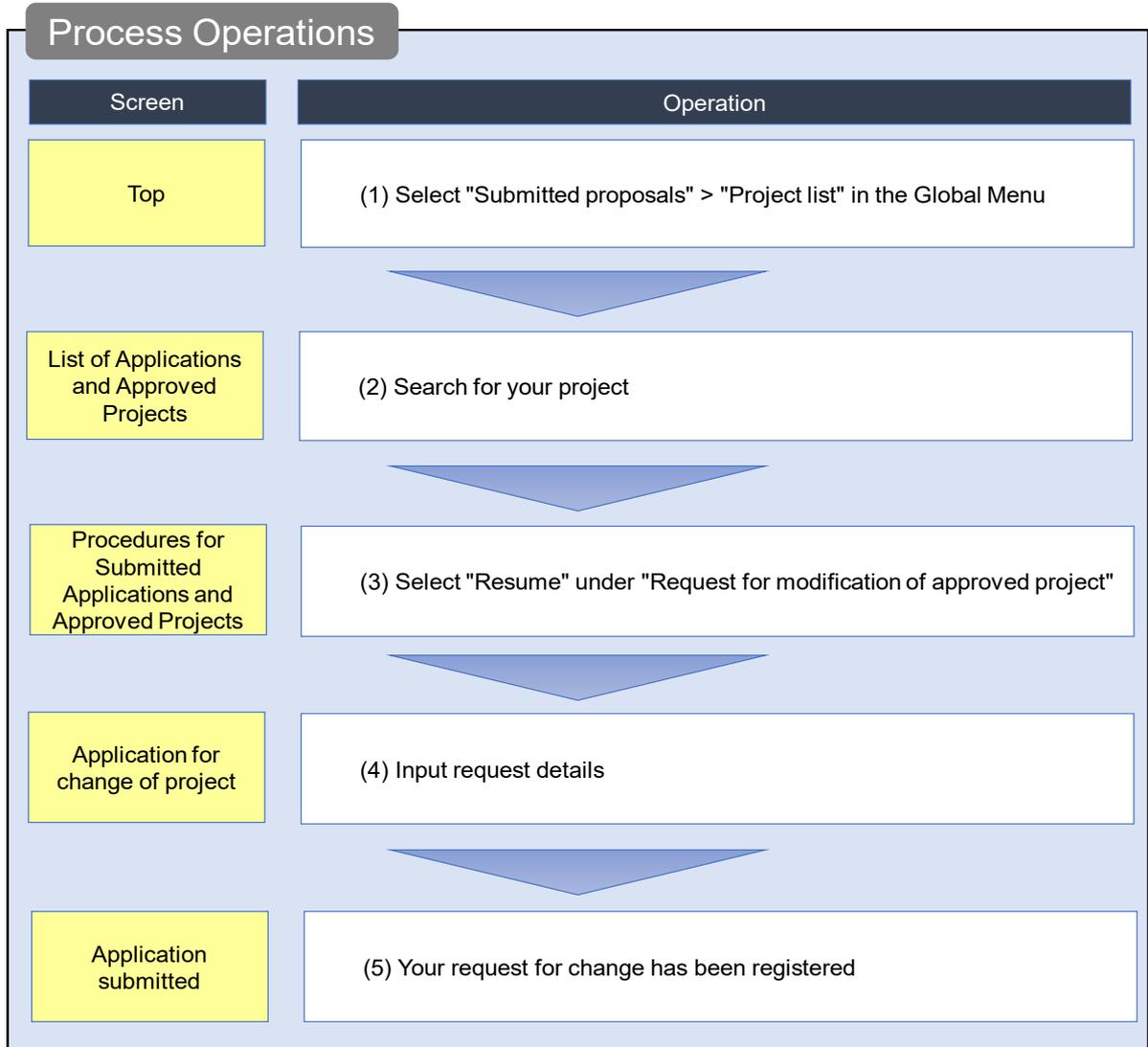
Your request for change is submitted to your research institution. It will only be submitted to the Funding agency when it is approved by your research institution.

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.

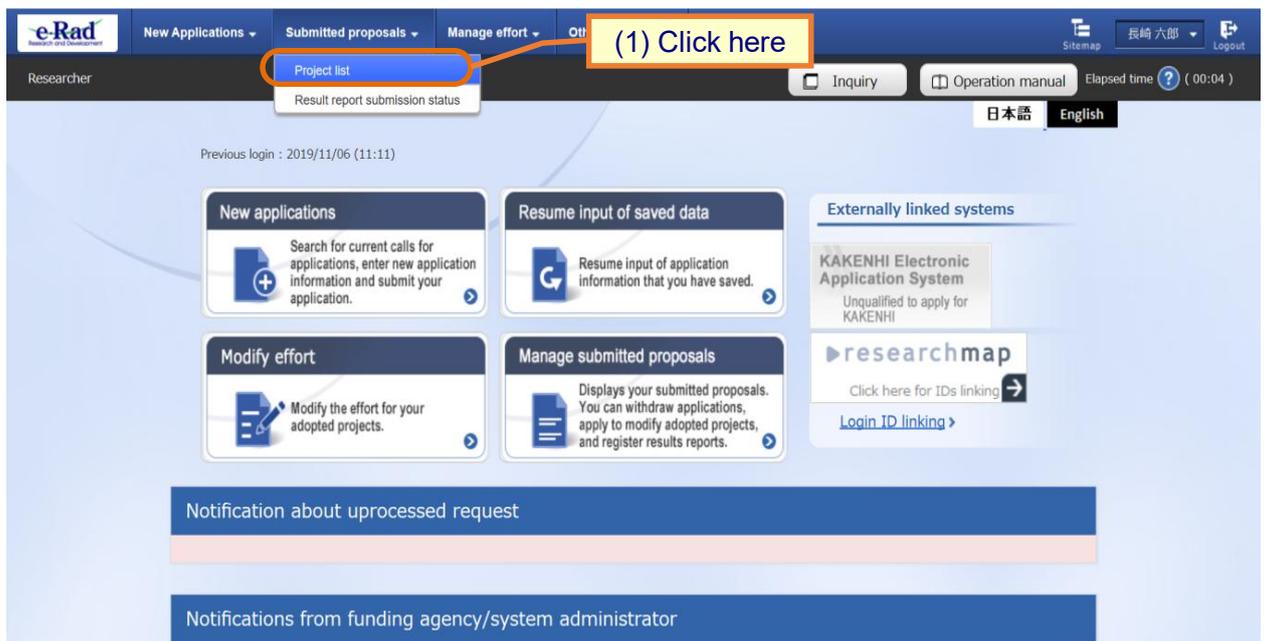
## 2.2 Resuming Saved Input

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.

(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.

The screenshot shows a search results interface. At the top, there's a 'Search result' header. Below it, a table displays search results. The table has columns: Project year, Project ID, Title of call for Application, Application number, Research institution, Project status, Apply type (status), Edit/Change request, result reports, and Application content Proposal download. A callout box with the text '(3) Click here' points to a 'List' button located in the 'Edit/Change request, result reports' column of the first row. The first row data includes: Project year: 2021, Project ID: 21484121, Title of call for Application: New application 6, Application number: 21484121, Research institution: STkikan, Project status: Application in progress, Apply type (status): Saved.

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

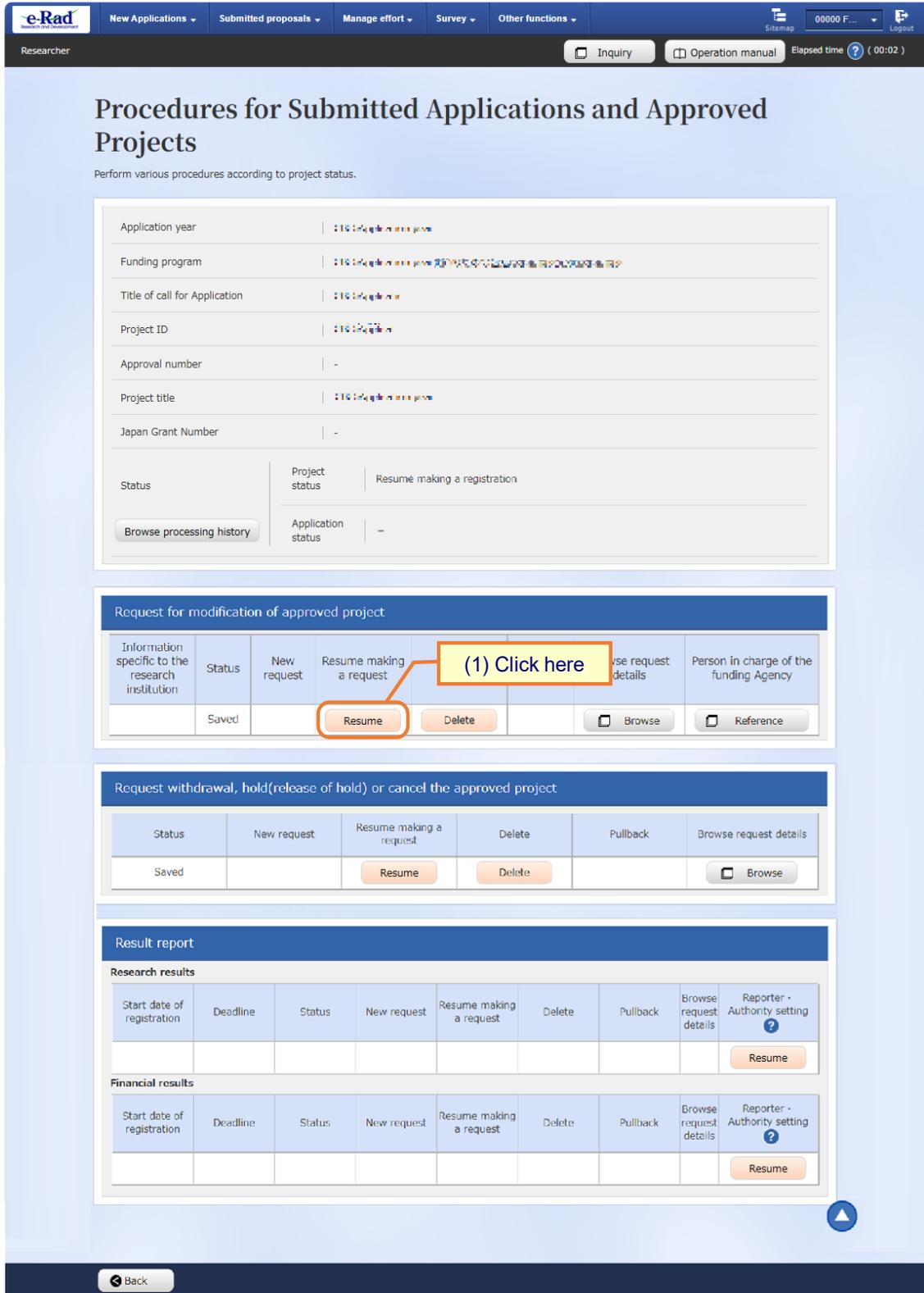
 **Note** Project status, Apply type (status)

- 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.



(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 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 application5  
 Project ID / Project title: 21484167/Change application5

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

**Basic information**

Approval number: 21484167

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

Research field (main): Research contents: Mathematicalinformatics  
 Keyword: Keyword

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

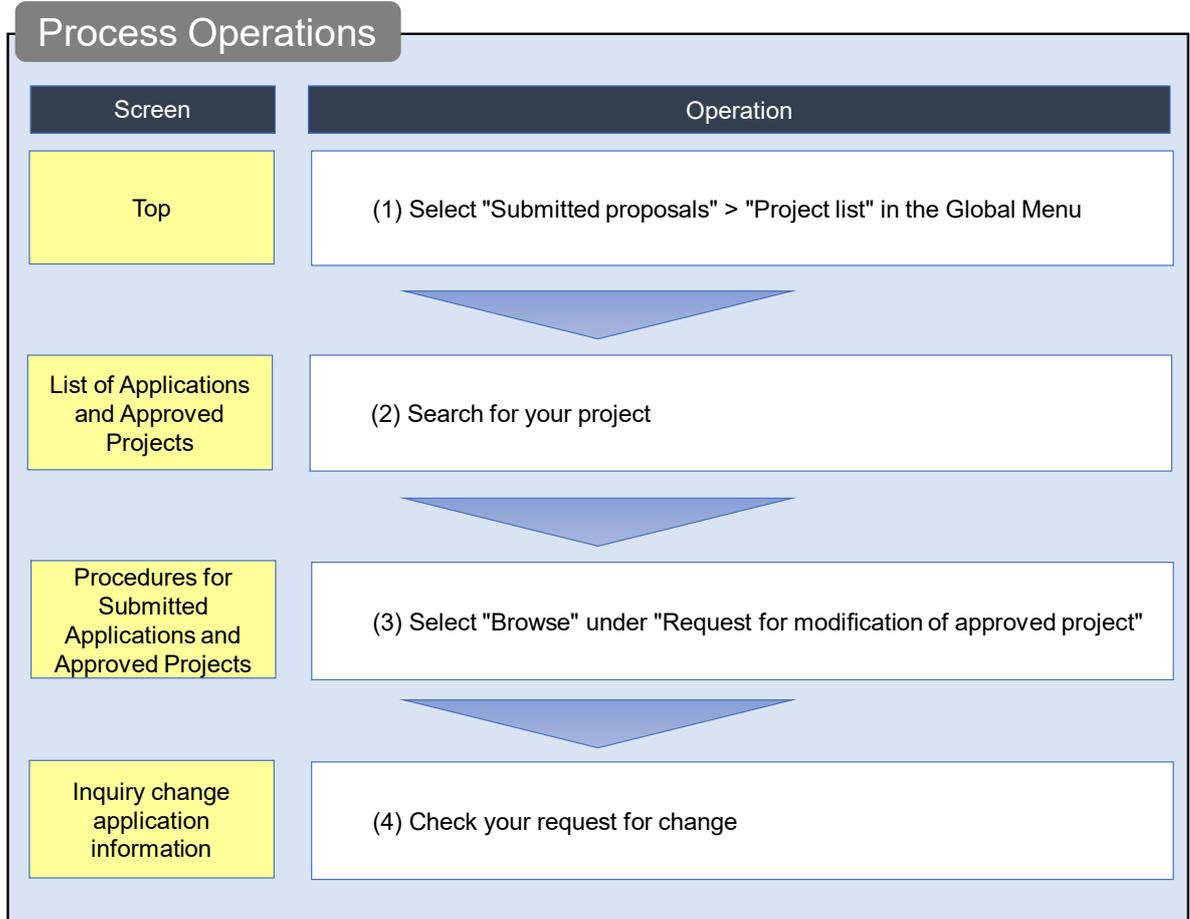
Basic information - Application documents

Buttons: Back, Save, Preview request form, Apply

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

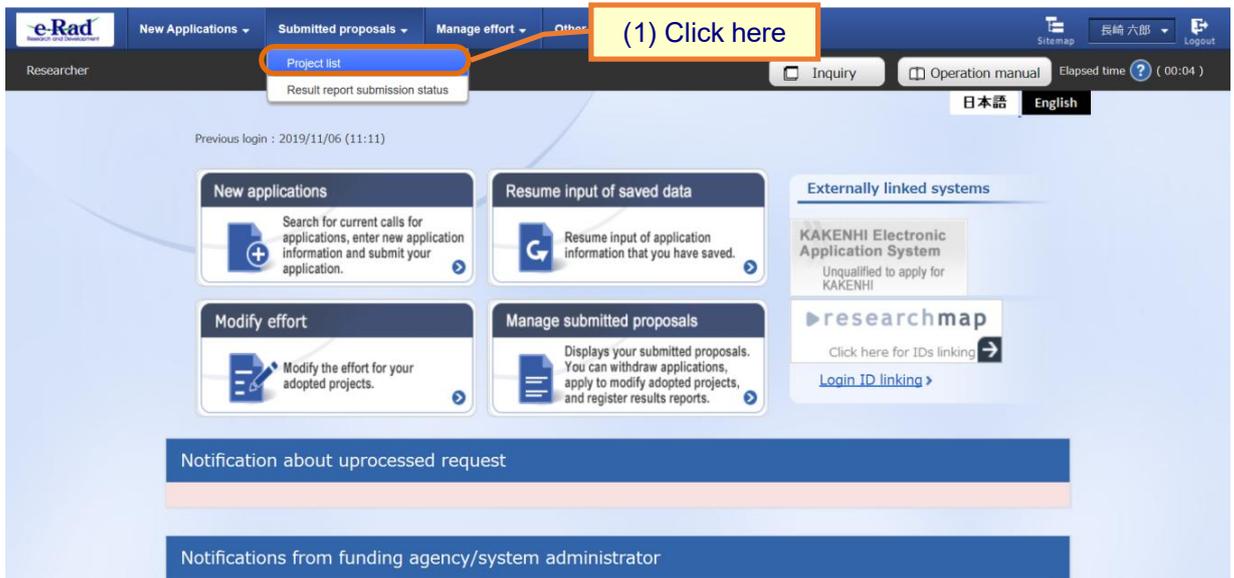
## 2.3 Checking Request Details

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.

(1) Fill out these fields

(2) Select category

(3) Click here

(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.

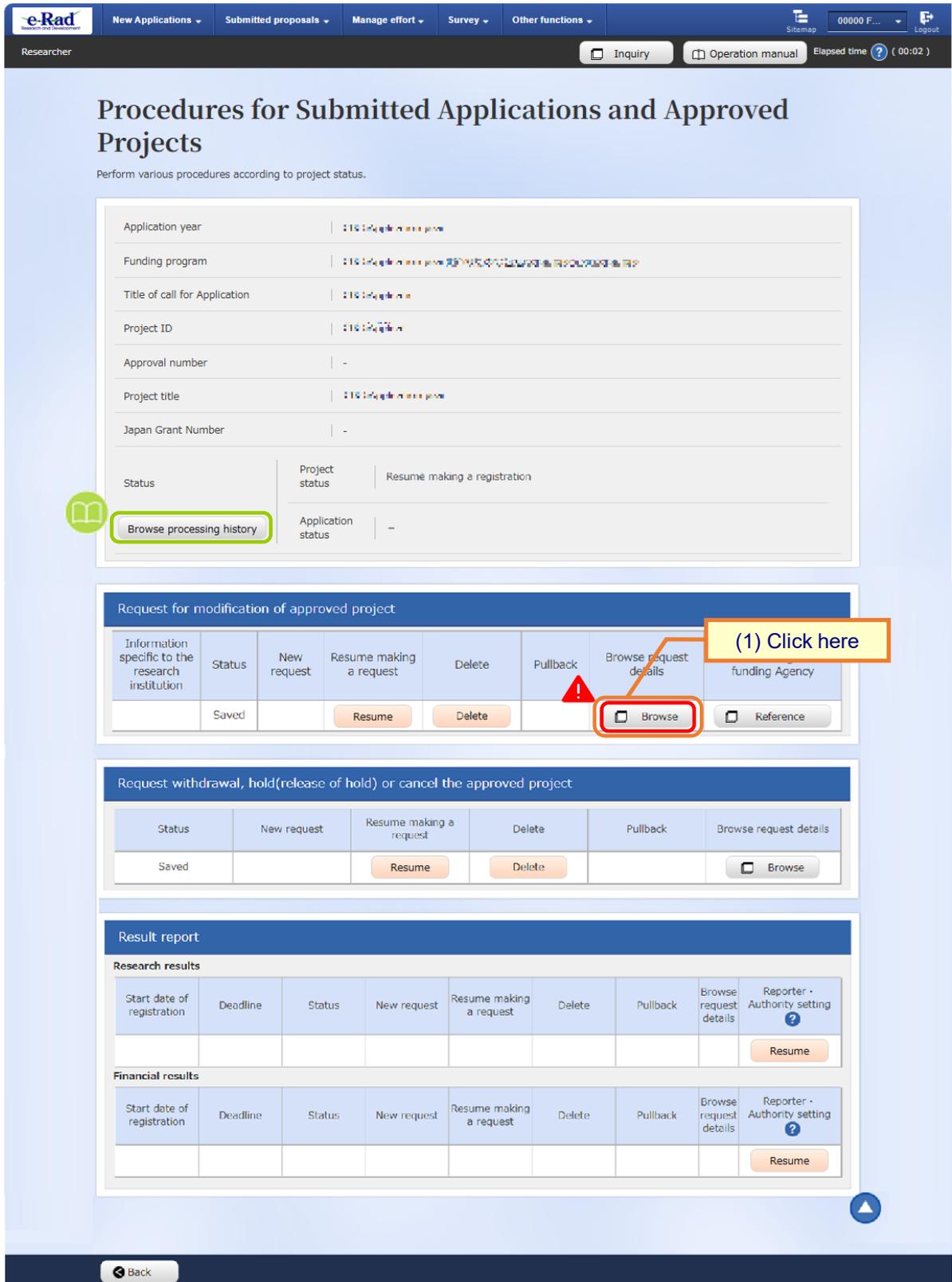
The screenshot shows a search results interface with a table of data. The table has columns for Project year, Project ID, Title of call for Application, Application number, Research institution, Project status, Apply type (status), Edit/Change request, result reports, and Application content Proposal download. A callout box with the text "(3) Click here" points to a "List" button in the "Edit/Change request, result reports" column of the first row.

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	2148412 1	New application 6	21484121	STkikan	Application in progress	Saved	List	
		<a href="#">New application 6</a>	-					

(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.



(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 field (main): Required Research contents: Mathematicalinformatics

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.

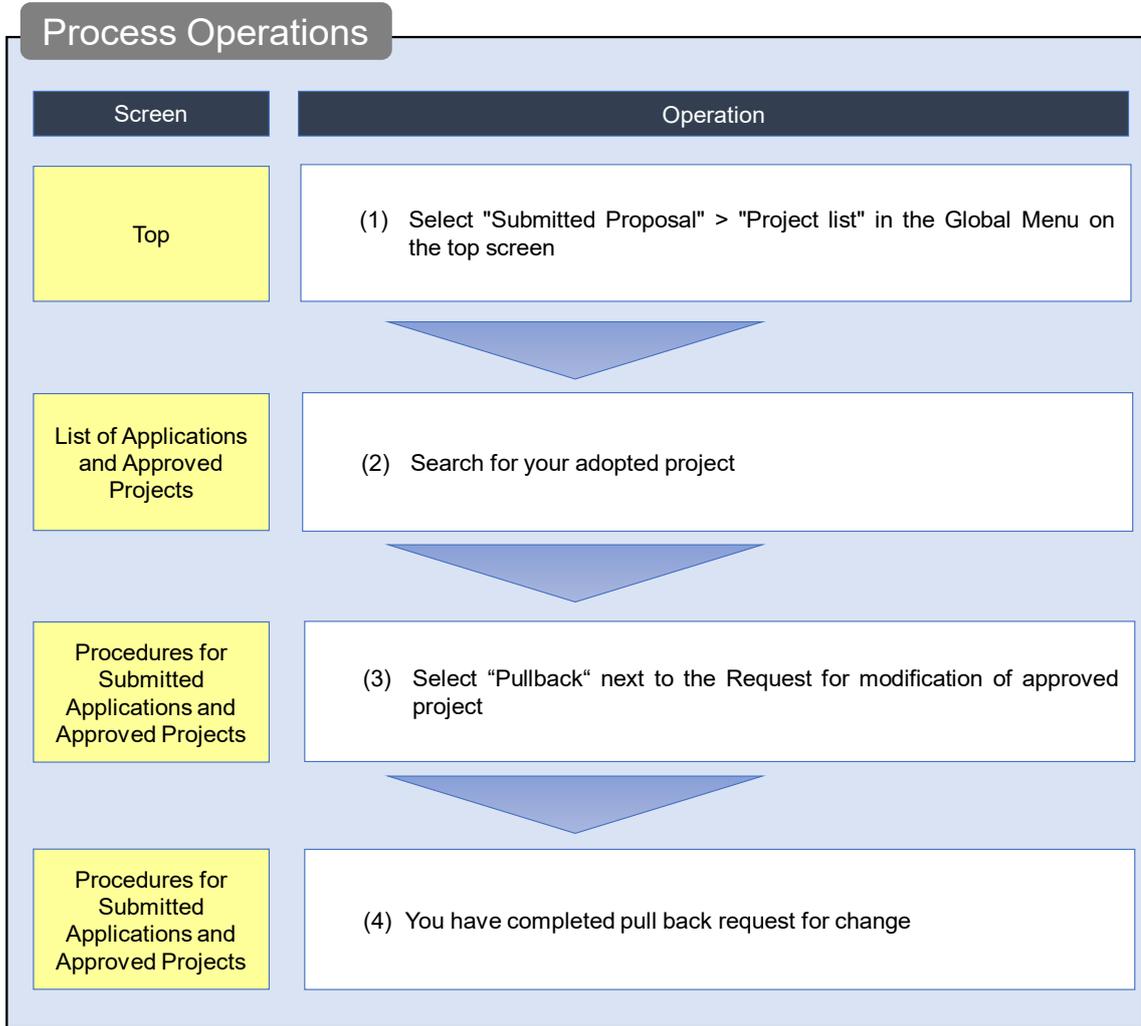
Name	Format	Size	File name
Research summary file	[PDF (PDF)]	10MB	<input type="text"/> <input type="button" value="Browse"/> <input type="button" value="Clear"/>

**Basic information - Application documents**

Above is the procedure for checking change application information.

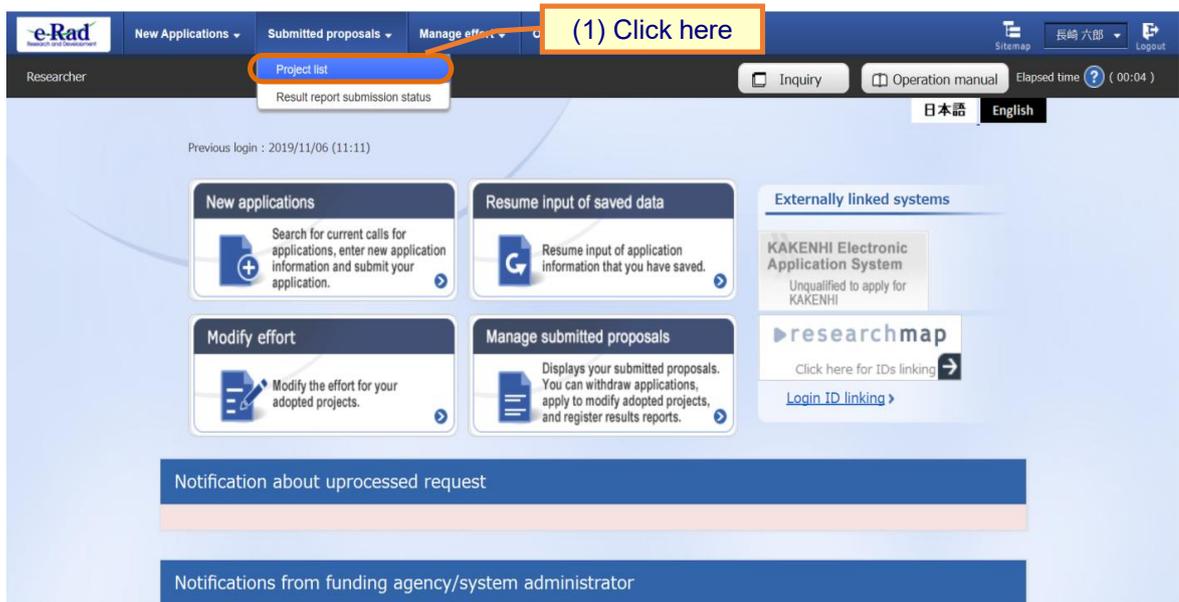
## 2.4 Pull back Request

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 eRad web application interface. 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.' Below this is the title 'List of Applications and Approved Projects' 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 main search area is titled 'Search conditions' and contains several input 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' section to a second, expanded view of the search criteria. This view 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: A section with 'Application status' and 'Approved status', each with an 'All select' option and several checkboxes for specific statuses 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'.

 Callouts on the screenshot indicate:
 

- (1) Fill out these fields: Points to the search condition input fields.
- (2) Select category: Points to the 'Only Applications' radio button.
- (3) Click here: Points to the 'Search' button.

(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.

The screenshot shows a search results interface. At the top, there's a header 'Search result'. Below it, a summary line indicates '1 to 1 items (total 1 items)' and an 'Output template' dropdown set to 'Select'. There are two links: 'CSV output item selection' and 'Download search results'. The main content is a table with the following structure:

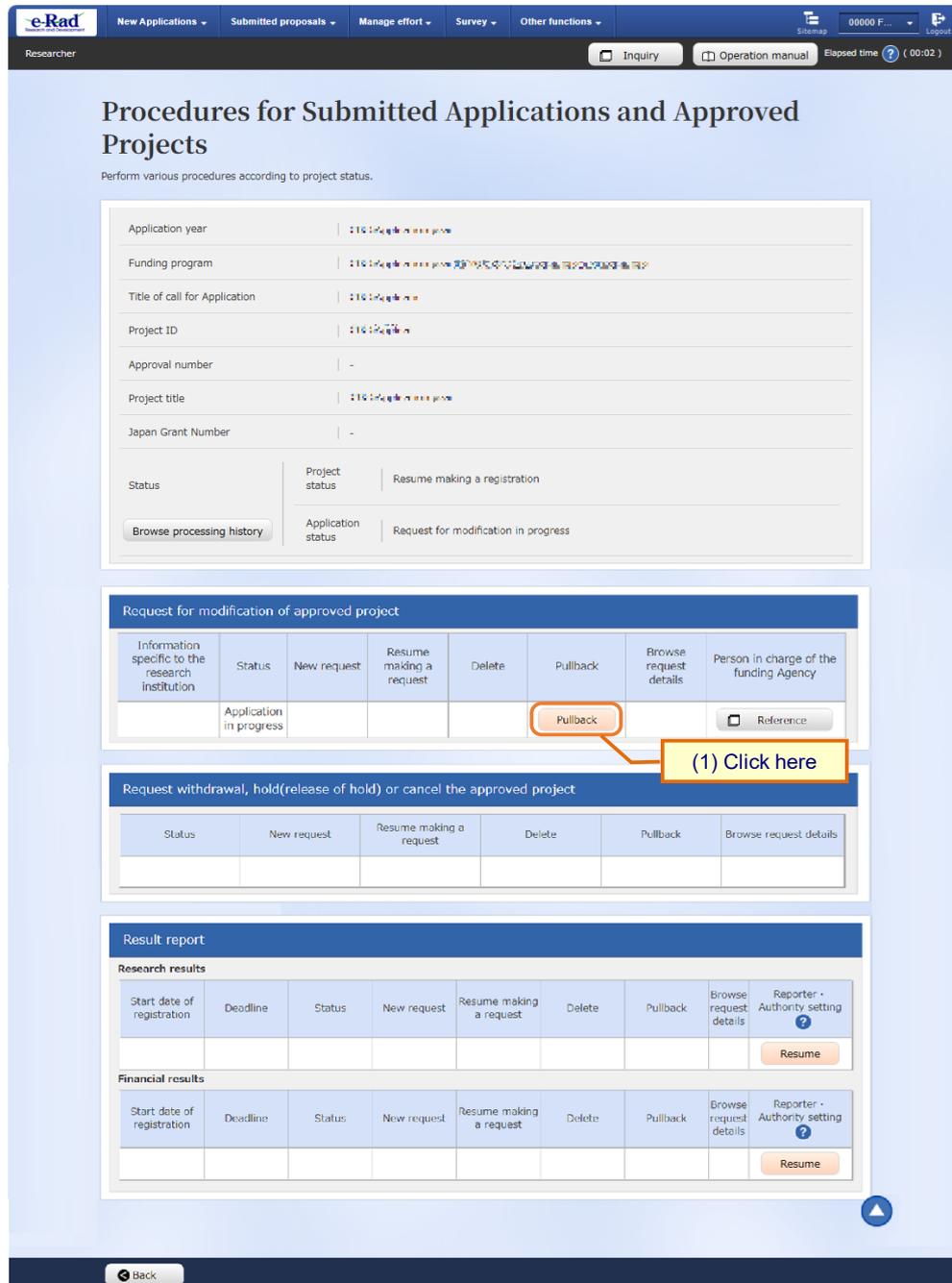
Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports	Application content Proposal download
2021	21484121	New application 6	21484121	STkikan	Application in progress	Saved	<a href="#">List</a>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

An orange box highlights the 'List' button in the table, with a callout box containing the text '(3) Click here'. Below the table, there's another summary line '1 to 1 items (total 1 items)' and another 'Output template' dropdown set to 'Select', along with the same two links as above.

(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**

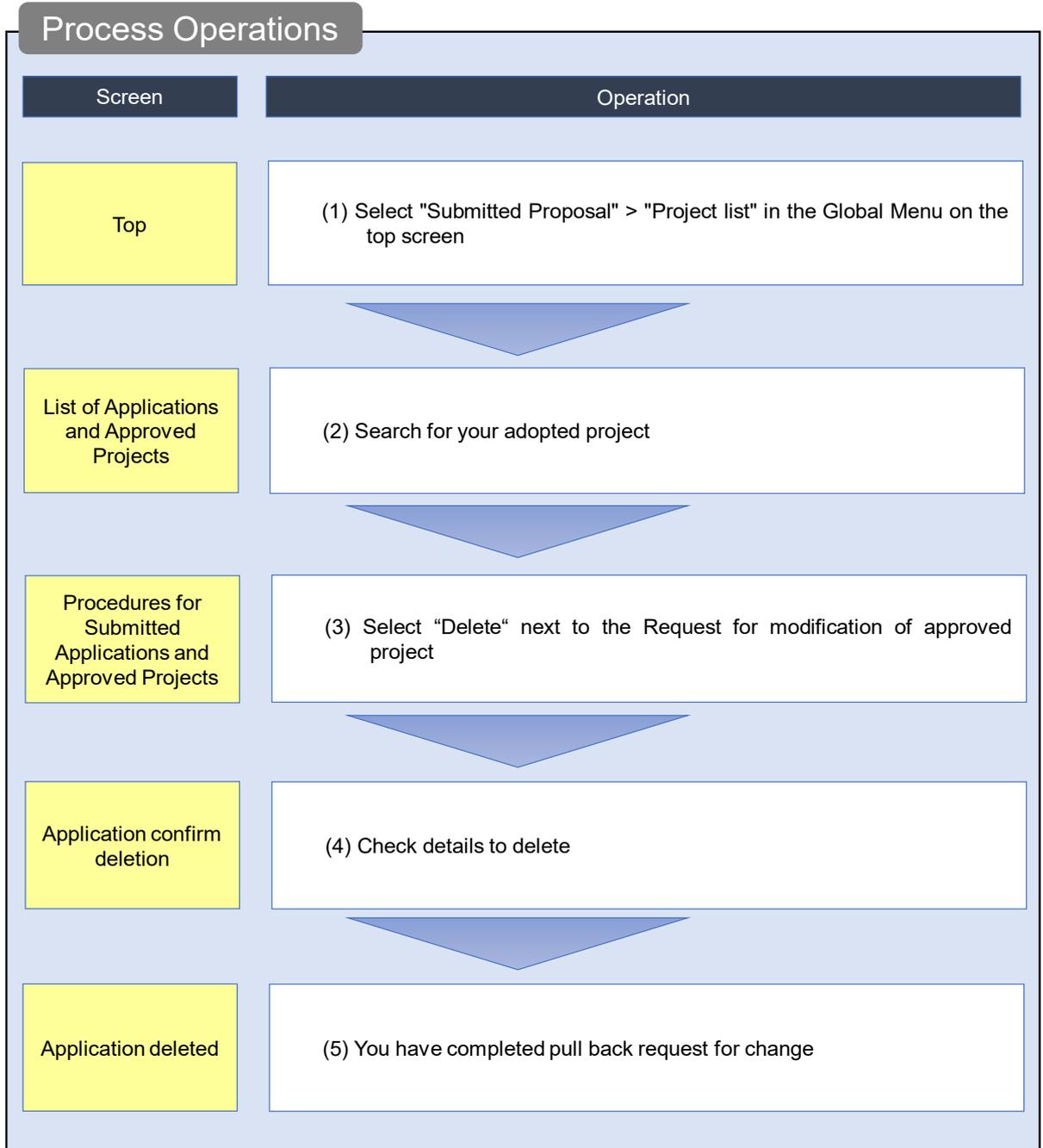
The "Processing is complete." is displayed on the [Procedures for Submitted Applications and Approved Projects] screen.



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

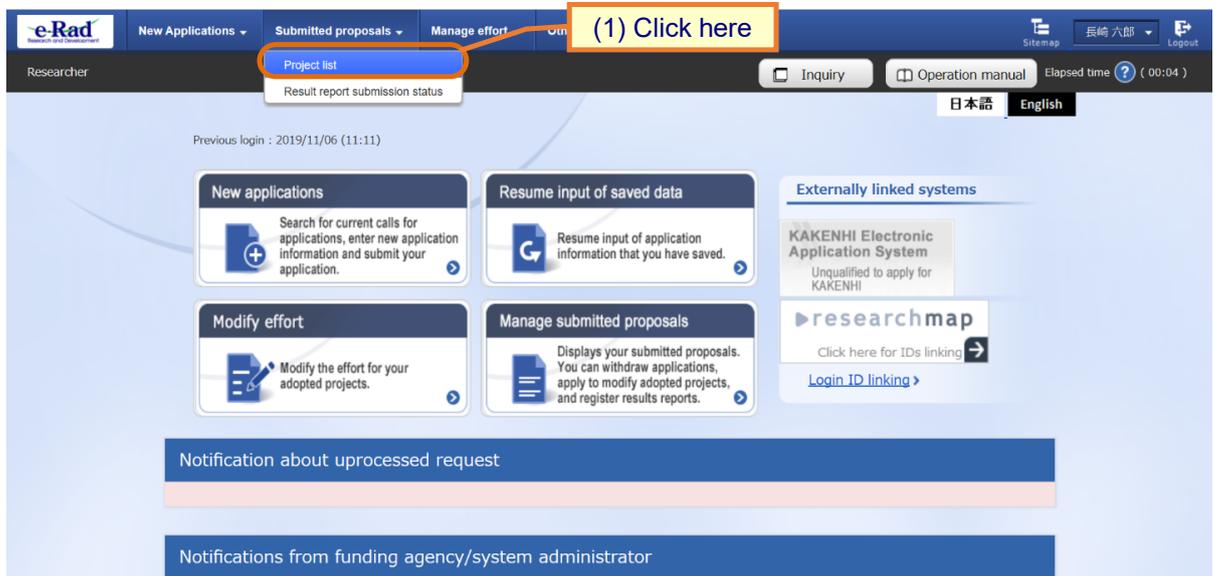
## 2.5 Delete Request

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' 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 (1) points to the search conditions form with the text '(1) Fill out these fields'. The form includes fields for 'Funding System Code', 'Funding system', 'Funding Program Code', 'Funding program', 'Code of call for Application', 'Title of call for Application', 'Project ID', 'Project title', 'Application year', 'Project year', 'Category(ies) to be searched' (with radio buttons for 'All', 'Only Applications', and 'Only Approved Projects'), 'Funding agency', and 'Number of displayed items'. A callout box (2) points to the 'Only Applications' radio button with the text '(2) Select category'. A callout box (3) points to the 'Search' button with the text '(3) Click here'. A pink arrow points from the search button to the expanded search conditions form below.

The expanded search conditions form includes: 'Application number', 'Approval number', 'Application entity' (radio buttons for 'All', 'Researcher unit', 'Research institution unit'), 'Category of researcher's concurrent posts' (radio buttons for 'All', 'Principal investigator', 'Co-investigator' and a checkbox for 'Exclude in case of principal investigator'), and 'Project status' (checkboxes for 'Application status' and 'Approved status').

(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.

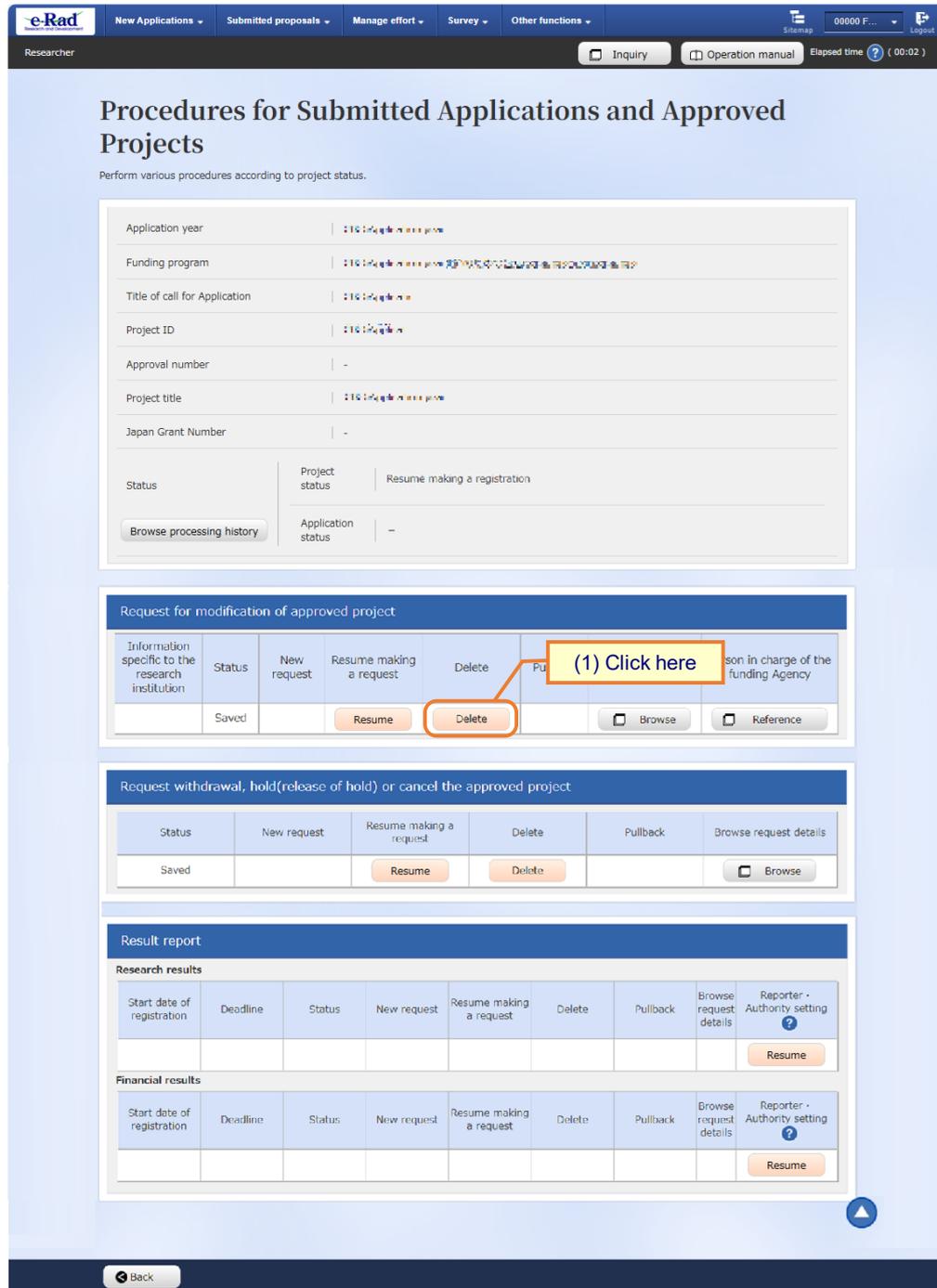
The search results are displayed.

The screenshot shows a search results interface. At the top, there is a blue header with the text "Search result". Below this, there are two rows of search results. The first row is highlighted. The table has the following columns: Project year, Project ID, Title of call for Application, Application number, Research institution, Project status, Apply type (status), Edit/Change request, result reports, and Application content Proposal download. The first row contains the following data: Project year: 2021, Project ID: 21484121, Title of call for Application: New application 6, Application number: 21484121, Research institution: STkikan, Project status: Application in progress, Apply type (status): Saved, Edit/Change request, result reports: List, Application content Proposal download: [Download icon]. A callout box with the text "(3) Click here" points to the "List" button. The interface also includes a search filter section with "1 to 1 items (total 1 items)" and an "Output template" dropdown menu set to "Select". There are also links for "CSV output item selection" and "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.



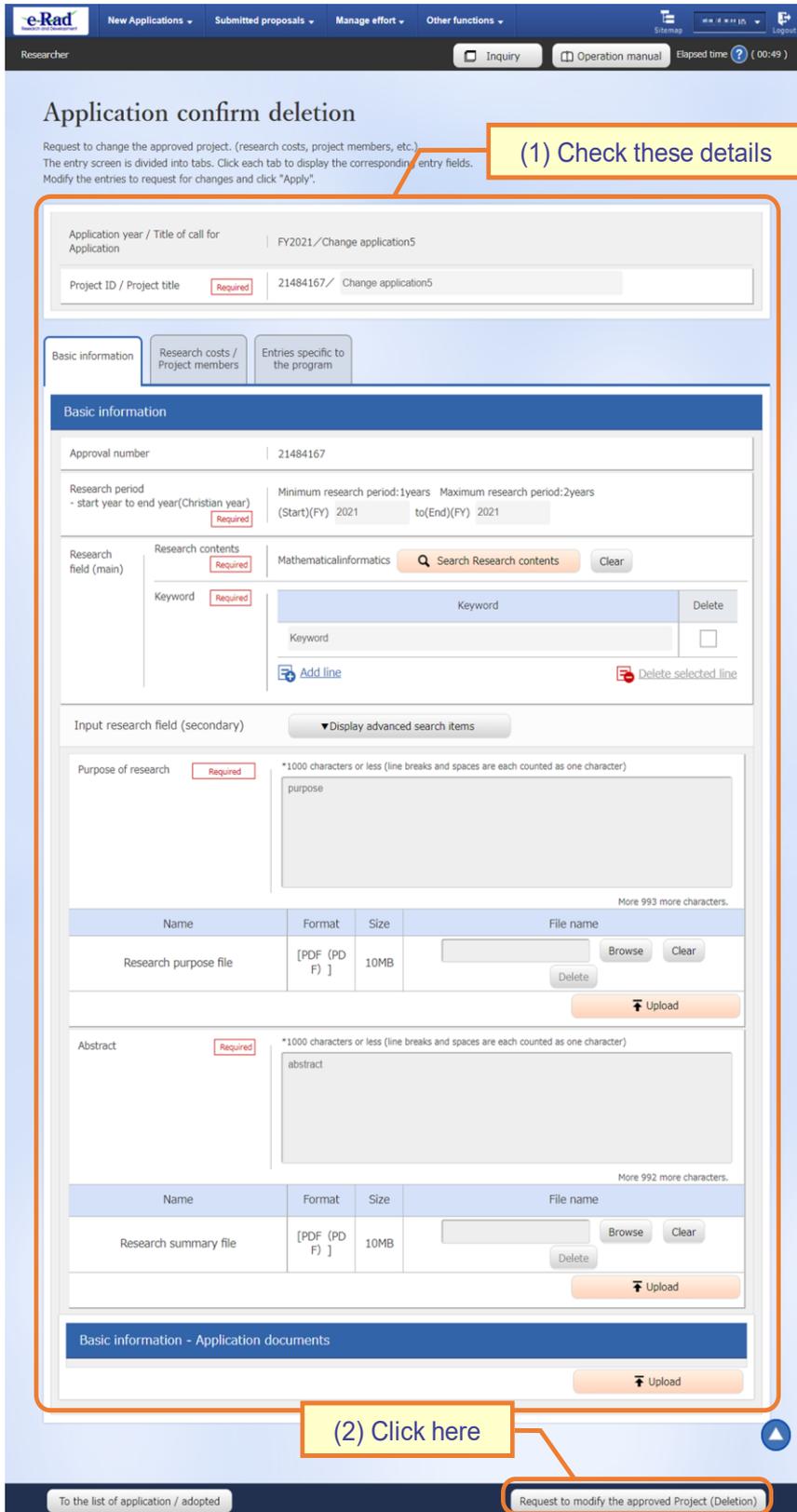
(1) Click the "Delete" button under "Request for modification of approved project".

**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 delete**

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 deleted] screen is displayed.



The above is how to delete request for change.