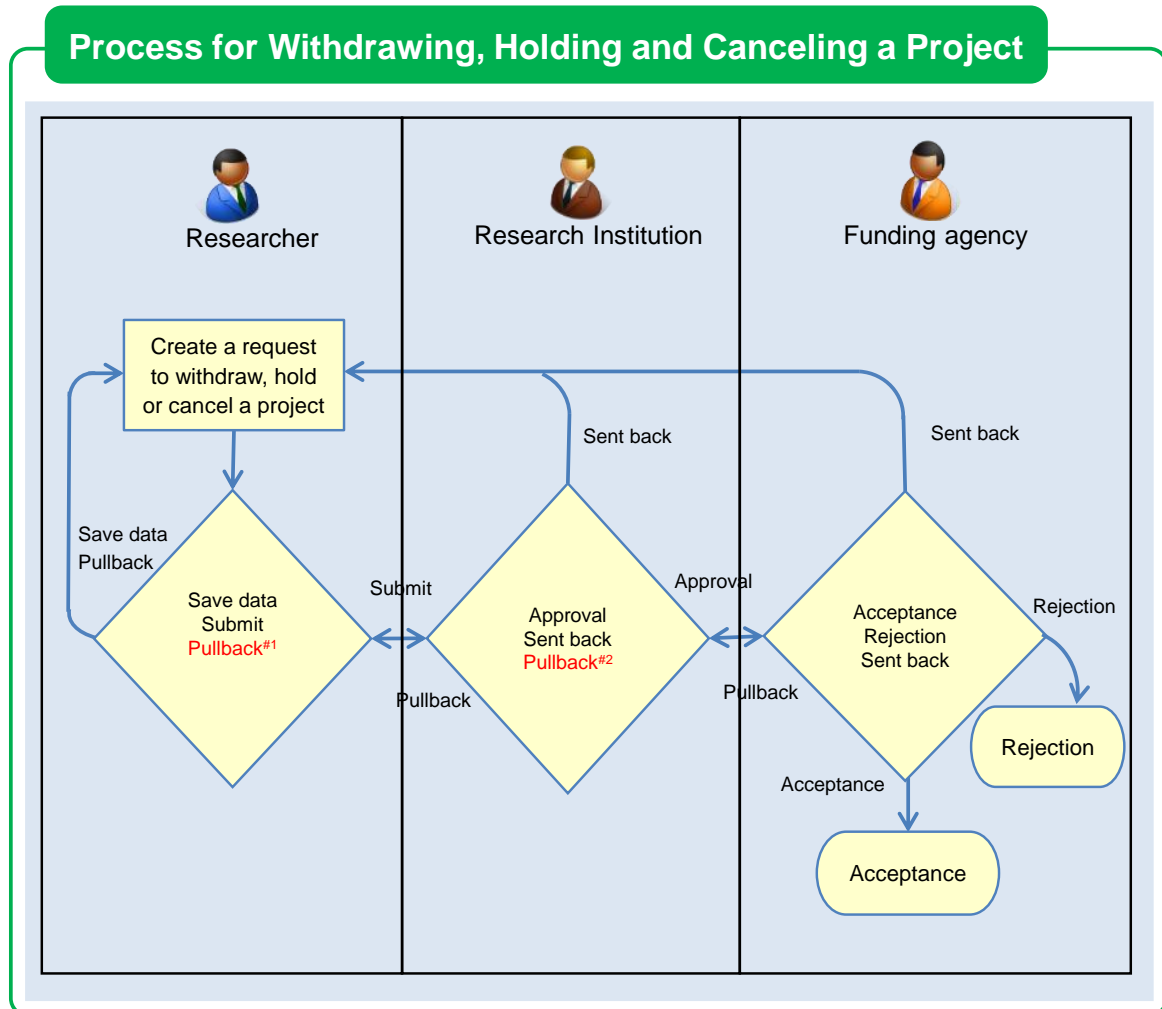


3. Withdrawing, Holding and Canceling a Project

Withdrawing, Holding and Canceling a Project

You can submit a request to withdraw, hold or cancel a project after it is adopted.



#1 You can pull back before approved by research institution.

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

Basic Operations

➤ Create a request to withdraw, hold or cancel a project

Create a new request to withdraw, hold or cancel a project.

→ "[3.1 Creating a New Request to Withdraw, Hold or Cancel a Project](#)"

➤ Resume saved input

After creating a new request to withdraw, hold or cancel a project, you can save the input details and resume input later.

→ "[3.2 Resuming Saved Input in a Request to Withdraw, Hold or Cancel a Project](#)"

➤ Check request details

You can check the details of a request to withdraw hold or cancel a project after it is submitted.

→ "[3.3 Checking the Details of a Request to Withdraw, Hold or Cancel a Project](#)"

➤ Pullback a applied request

You can pull back a request to withdraw, hold or cancel a project.

→ "[3.4 Pullback a Submitted Request to Withdraw, Hold or Cancel a Project](#)"

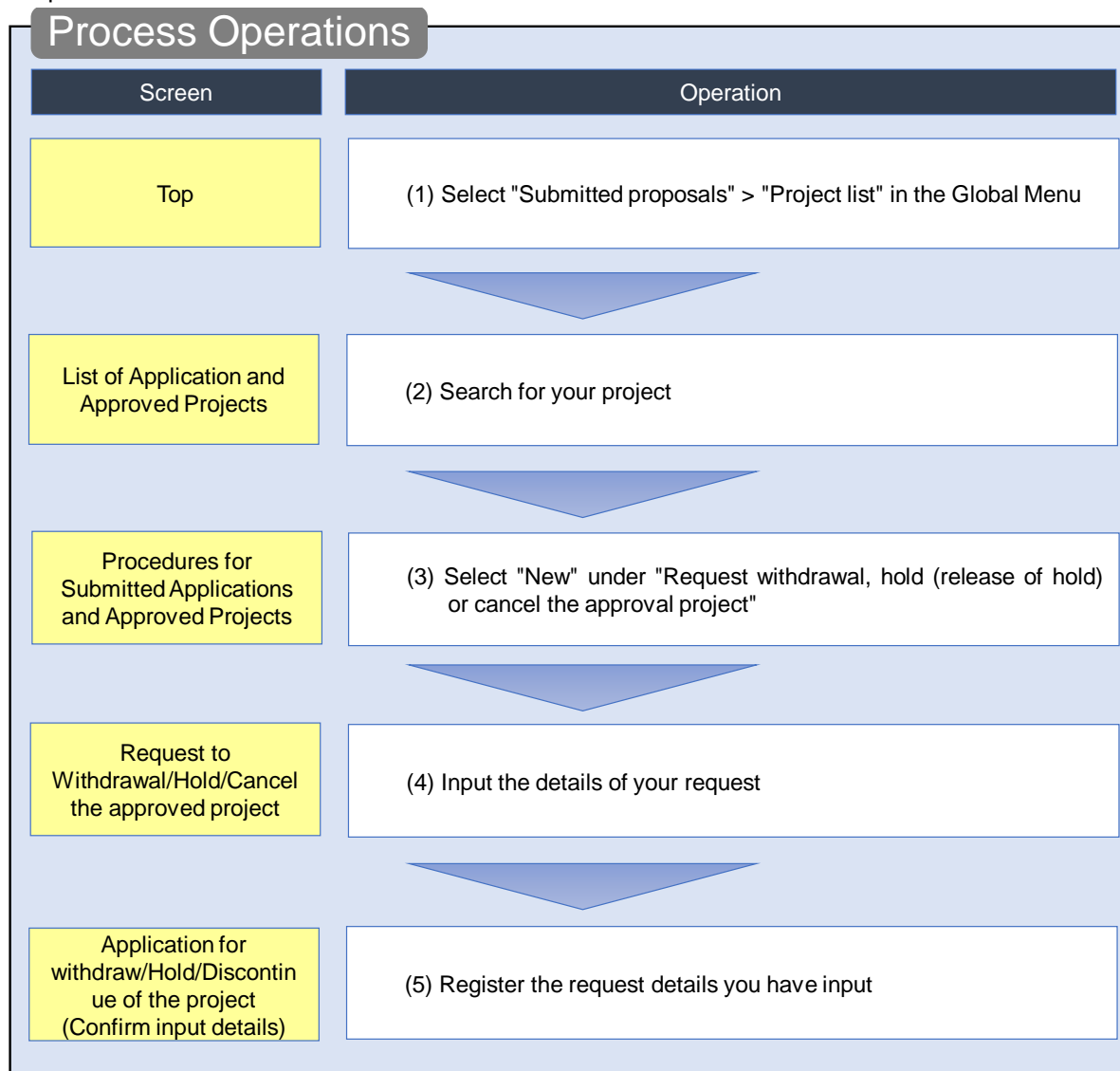
➤ Deletion a saved request

—When you have a saved request to withdraw, hold or cancel a project, you can delete it.

→ "[3.5 Deletion a Saved Request to Withdraw, Hold or Cancel a Project](#)"

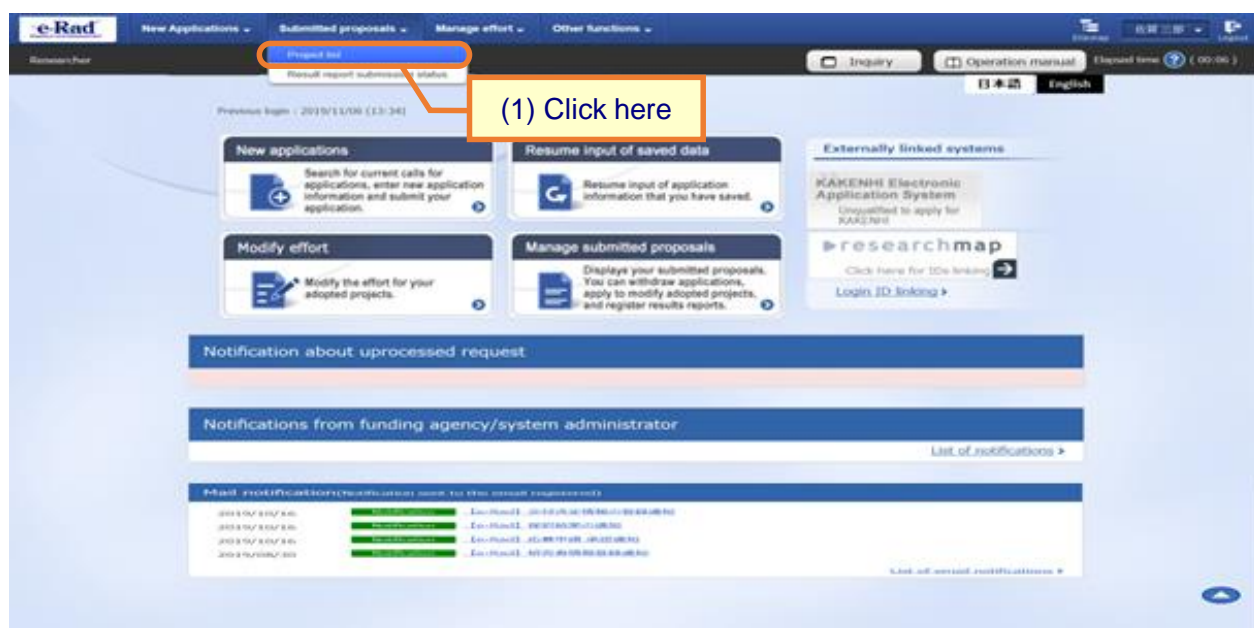
3.1 Creating a New Request to Withdraw, Hold or Cancel a Project

This section explains how to create a request to withdraw, hold or cancel a project after it has been adopted.



Instructions

(1) Selection in the Global Menu



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

(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, 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 title 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'.

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: ☐ All ☒ Only Applications ☐ Only Approved Projects
- Funding agency: [Required] [Dropdown menu]
- Number of displayed items: 100 [Dropdown menu]

 A pink arrow points from the 'Search conditions' section to the 'Advanced search conditions' section below.

The 'Advanced search conditions' section is highlighted with a yellow box and labeled '(3) Click here'. It contains:

- Application number: [Text input] [Exact match]
- Approval number: [Text input] [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

At the bottom of the search conditions section, there is a 'Search' button and a 'Display advanced search conditions' button. A yellow box labeled '(2) Select category' points to the 'Only Applications' radio 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 result is displayed.

Search result

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

Project year	Project ID	Title of call for Application	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 here

(3) Click the "List" button next to the project for which you want to submit an application.

Note

Project status, Apply type (status)

- When the project status and apply type(status) like below and you don't have the saved data, you can create a new request.
 - When the project status is "Before registration of grant amount/registration of contract amount", "After registration of grant amount/registration of contract amount" and Apply type (status) is " - " or "On hold".

(3) Select "New" under "Request withdrawal, hold (release of hold) or cancel the approval project"

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

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021Application year
Funding program	Business Test
Title of call for Application	Change application2
Project ID	21484127
Approval number	21484127
Project title	Change application2
Status	Project status Resume making a request
	Application status -
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
	Saved		Resume	Delete		Browse	Reference

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

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

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](#)

(1) Click the "New" button under "Request withdrawal, hold (release of hold) or cancel the approval project".

(4) Input request details

The [Request to Withdrawal/Hold/Cancel the approved project] screen is displayed.

If the project is not on hold:

Request to Withdrawal/Hold/Cancel the approved project
Request to withdraw, hold* or cancel the following approved project. (* Change the research period if necessary)

Basic information

Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	AAA
Application year	2021
Project ID	21484127
Project title	-
Research institution	STkikan
Principal investigator	hitachi taro

Request details

Select Application type Required ☐ withdraw ☒ Hold ☐ Discontinue project

Hold period Required (Start date) [e.g.]2017/01/01 to (Finish date) [e.g.]2017/01/01

Reason for change Required *1000 characters or less (line breaks and spaces are each counted as one character)

Research period Required ? (Start date) 2021 FY ~ (End date) 2021 FY
 Apply to "Change in amount entries field"

Total amount of funding/Budget amount

	2021FY	Total
Grant decided, Contract concluded	Contract concluded	-
Direct costs	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Change research costs

Change the amount details according to the change in the research period.
To change the research period, first change the "Research period" in the "Request details" and then click the "Change in amount entries field" button.

	2021 FY	Total
Direct costs Required	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Buttons: Back, Save, Register

(1) For "Select Application type", select "withdraw".

(2) Click the "Register" button.

If the project is on hold:

Request to Withdraw/Hold/Cancel the approved project
Request to withdraw, hold* or cancel the following approved project. (* Change the research period if necessary)

Basic information

Funding agency	hitachiST
Funding system	sougoTestSeido
Funding program	Business Test
Title of call for Application	Hold application1
Application year	2021
Project ID	21484131
Project title	-
Research institution	STkikan
Principal investigator	hitachi taro

Request details

Select Application type Required ☒ Change hold status ☐ Release hold

Hold period Required (Start date) e.g. 2017/01/01 to (Finish date) e.g. 2017/01/01

Reason for change Required *1000 characters or less (line breaks and spaces are each counted as one character)

Research period Required (Start date) 2021 FY ~ (End date) 2021 FY
 Apply to "Change in amount entries field"

Total amount of funding/Budget amount

	2021FY	Total
Grant decided, Contract concluded	Contract concluded	-
Direct costs	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Change research costs

Change the amount details according to the change in the research period.
To change the research period, first change the "Research period" in the "Request details" and then click the "Change in amount entries field" button.

	2021 FY	Total
Direct costs Required	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Back Save Register >

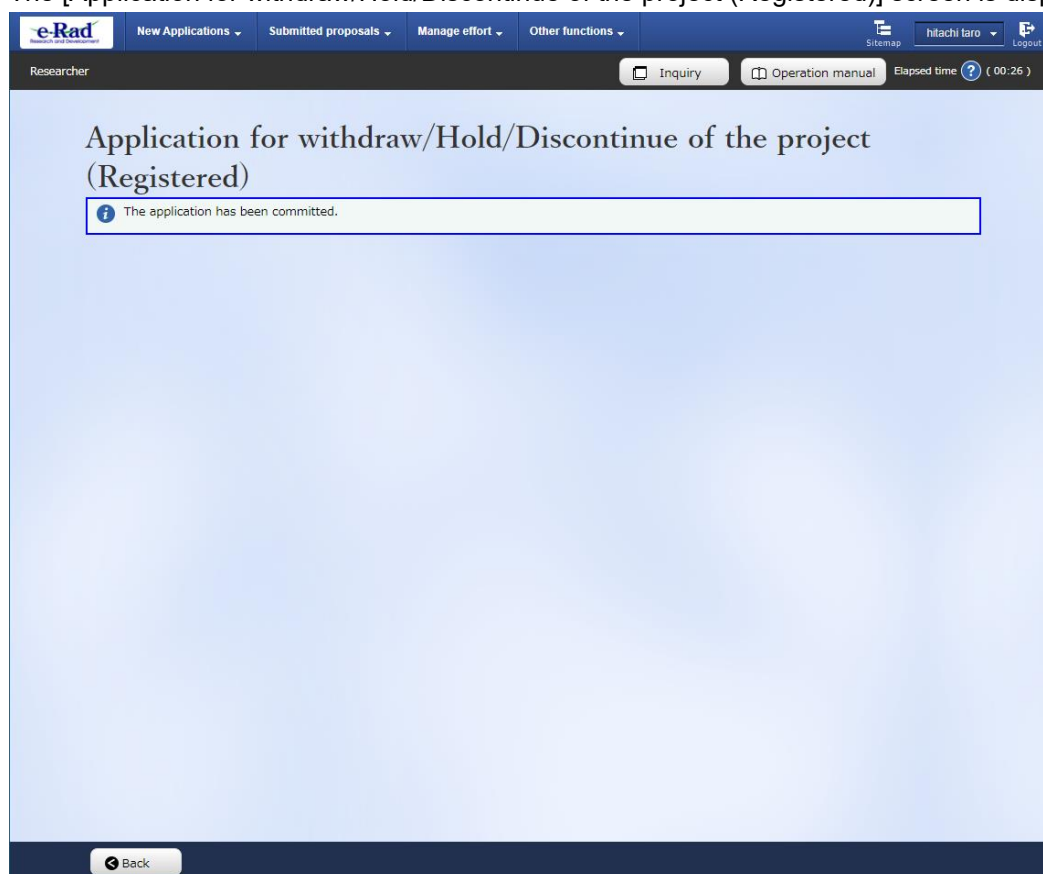
(1) Select an Application type and Input the details.

If you select a project that is on hold, the application types will be "Change hold status" and "Release hold".

(2) Click the "Register" button.

(5) Register request

The [Application for withdraw/Hold/Discontinue of the project (Registered)] screen is displayed.



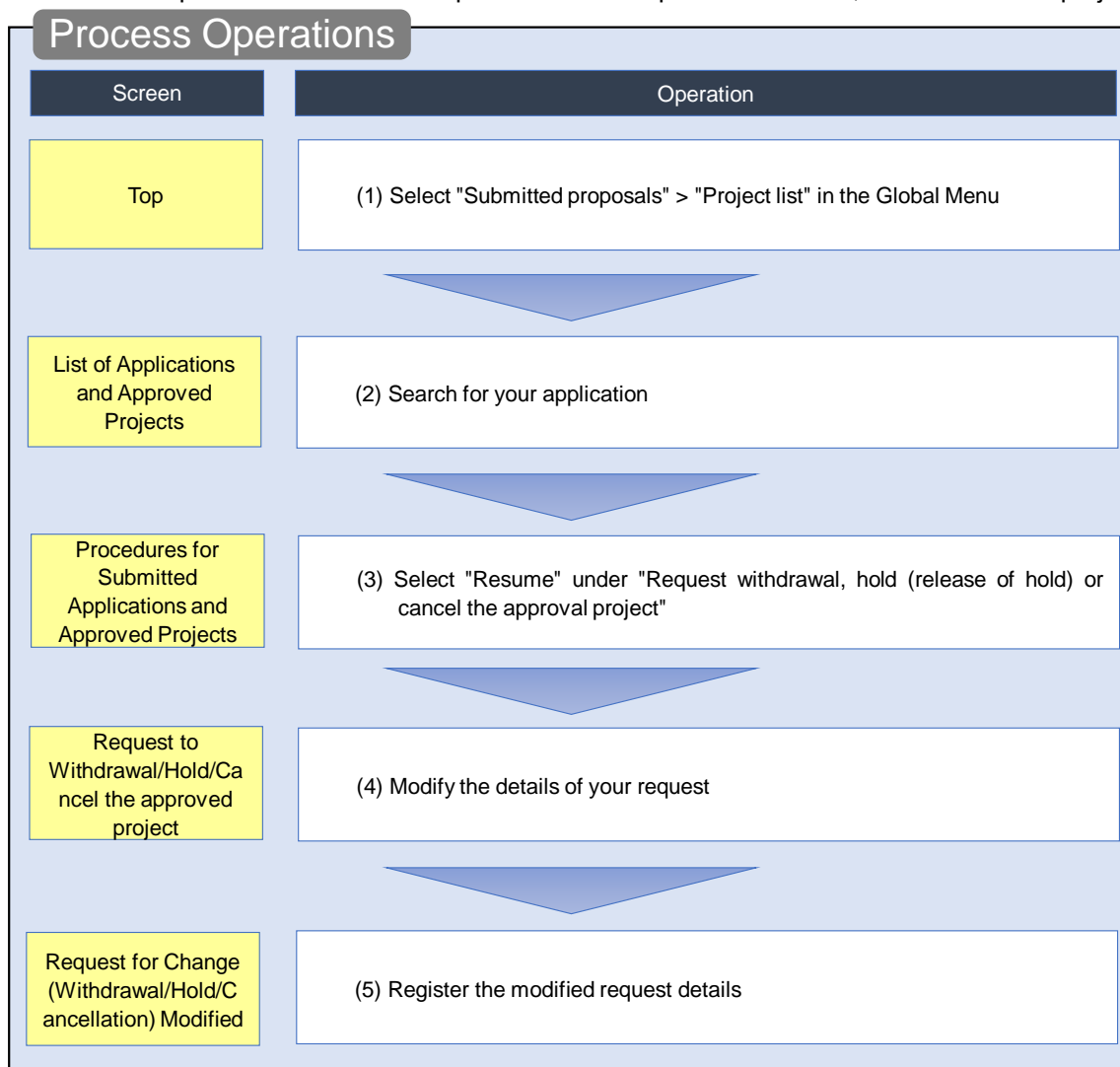
Your request will be submitted to your research institution.

It will be submitted to the Funding agency after it is approved by the administrative manager at your research institution.

This completes the procedure for a request to withdraw, hold or cancel a project.

3.2 Resuming Saved Input in a Request to Withdraw, Hold or Cancel a Project

This section explains how to resume input in a saved request to withdraw, hold or cancel a project.



Instructions

(1) Selection in the Global Menu



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

(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, 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 heading is 'List of Applications and Approved Projects', followed by a description: 'Displays a list of Applications and approved projects. You can carry out the following procedures.' The procedures listed are: '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' (selected), 'Only Applications', and 'Only Approved Projects'. This section is labeled '(2) Select category'.
- Funding agency: [Dropdown menu] with a 'Required' label.
- Number of displayed items: [Text input] 100 [Dropdown arrow]

 A 'Display advanced search conditions' button is at the bottom of this section.

A pink arrow points from the 'Display advanced search conditions' button to a second, expanded view of the search conditions. This view is labeled '(3) Click here' and shows:

- 'Hide advanced search conditions' 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', plus a checkbox for 'Exclude in case of principal investigator'.
- Project status: A section with two groups of checkboxes.
 - Application status (All select): 'Application in progress', 'Application received', 'Not received', 'After registration of approved result', 'Approved', 'Not approved', and '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', and '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
		Project title	Approval number	Principal investigator				
2021	21484121	New application 6 New application 6	21484121	STkikan Hitachi Tar	Application in progress	Saved	List	

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 for which you want to resume input.



Note

Project status, Apply type (status)

- When Project status and Apply type (status) that like below and you have the saved data, you can edit.
 - When the project status is "Before registration of grant amount/registration of contract amount" and Apply Type (status) is " - ", "Request for hold in progress", "Request to change hold status in progress", "Request to release hold in progress", "Request for withdrawal in progress" or "Request for discontinuation of project in progress".
 - When the project status is "After registration of grant amount/registration of contract amount" and Apply Type (status) is " - ", "Request for hold in progress", "Request to change hold status in progress", "Request to release hold in progress", "Request for withdrawal in progress" or "Request for discontinuation of project in progress".
 - When the project status is "End of fiscal year" and Apply type(status) is "Request for hold in progress", "Request to change hold status in progress", "Request to release hold in progress", "Request for withdrawal in progress" or "Request for discontinuation of project in progress".

(3) Select "Resume" under "Request withdrawal, hold(release of hold) or cancel the approval project"

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

Procedures for Submitted Applications and Approved Projects
Perform various procedures according to project status.

Application year	2021Application year
Funding program	Business Test
Title of call for Application	Hold application2
Project ID	21484132
Approval number	21484132
Project title	Hold application2
Status	Project status: Resume making a request
	Application status: -

[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
		New					Reference

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

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

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](#)

(1) Click the "Resume" button under "Request withdrawal, hold (release of hold) or cancel the approval project".

(4) Input request details

The [Request to Withdraw/Hold/Cancel the approved project] screen is displayed.

Request to Withdrawal/Hold/Cancel the approved project
Request to withdraw, hold* or cancel the following approved project. (* Change the research period if necessary)

Basic Information

Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Hold application2
Application year	2021
Project ID	21484132
Project title	-
Research institution	STKikan
Principal investigator	hitachi taro

Request details

Select Application type: ☐ Required ☐ withdraw ☒ Hold ☐ Discontinue project

Hold period: (Start date) e.g.)2017/01/01 to (Finish date) e.g.)2017/01/01

Reason for change: *1000 characters or less (line breaks and spaces are each counted as one character)

Research period: (Start date) 2021 FY ~ (End date) 2021 FY

Total amount of funding/Budget amount

	2021FY	Total
Grant decided, Contract concluded	Contract concluded	-
Direct costs	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Change research costs

Change the amount details according to the change in the research period.
To change the research period, first change the "Research period" in the "Request details" and then click the "Change in amount entries field" button.

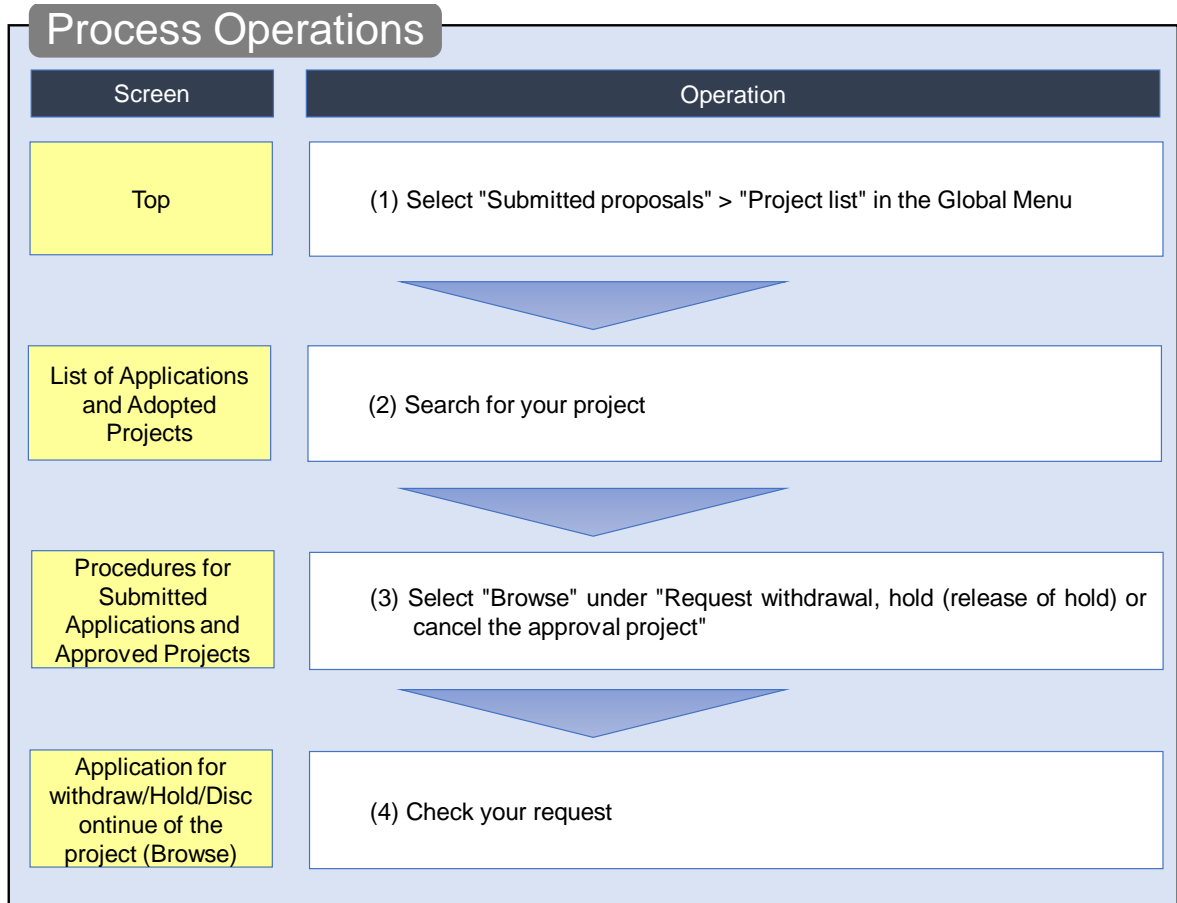
	2021 FY	Total
Direct costs	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Buttons: Back, Save, Register

The rest of the procedure is the same as "(4) Input the details of your request" in "3.1 creating a New Request to Withdraw, Hold or Cancel a Project".

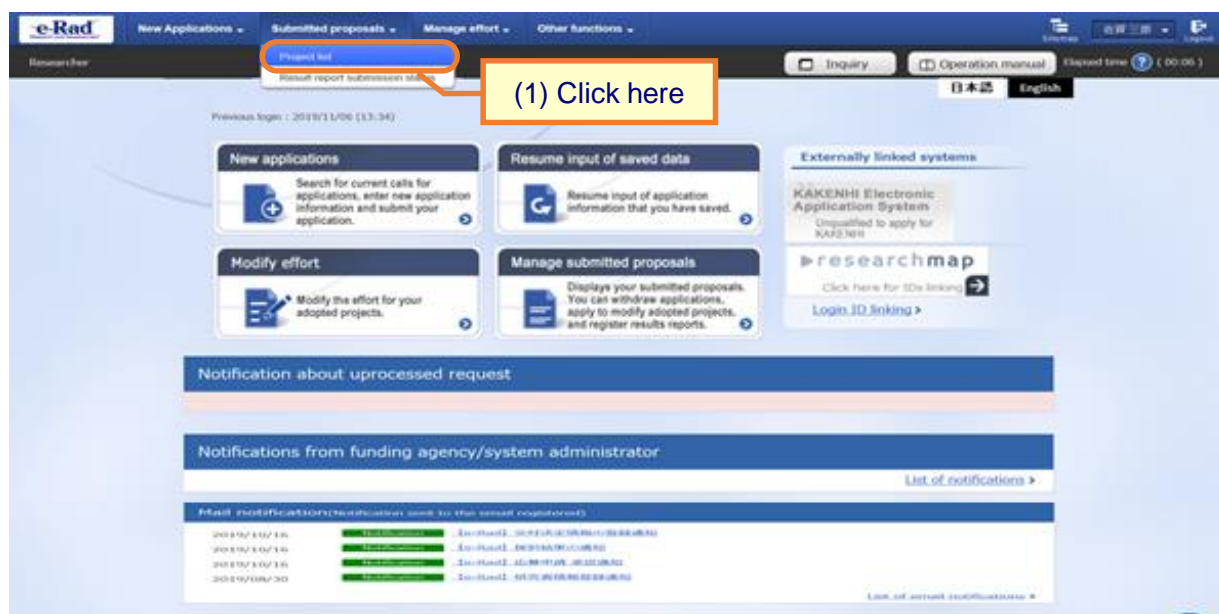
3.3 Checking the Details of a Request to Withdraw, Hold or Cancel a Project

This section explains how to check the details of a request to withdraw, hold or cancel a project.



Instructions

(1) Selection in the Global Menu



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

(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, 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'.

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: ☐ All ☒ Only Applications ☐ Only Approved Projects
- Funding agency: [Required] [Dropdown menu]
- Number of displayed items: 100 [Dropdown menu]

 A pink arrow points from the 'Display advanced search conditions' button to the expanded search section below.

The expanded search section is labeled '(2) Select category' and '(3) Click here'. It includes:

- A 'Hide advanced search condition' button.
- Application number: [Text input] [Exact match]
- Approval number: [Text input] [Exact match]
- Application entity: ☒ All ☐ Researcher unit ☐ Research institution unit
- Category of researcher's concurrent posts: ☒ All ☐ Principal investigator ☐ Co-investigator, with an 'Exclude in case of principal investigator' checkbox.
- Project status section:
 - 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 result is displayed.

Search result

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

Project year	Project ID	Title of call for Application	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 confirm.

(3) Select "Browse" under "Request withdrawal, hold(release of hold) or cancel the approval project"

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

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021Application year
Funding program	Business Test
Title of call for Application	Hold application2
Project ID	21484132
Approval number	21484132
Project title	Hold application2
Status	Project status Resume making a request
Browse processing history	Application status -

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
		New					Reference

Request withdrawal, hold(release of hold) or cancel the approved project					
Status	New request	Resume making a request	Delete	Pullback	Browse request details
Saved		Resume	Delete		Browse

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

(1) Click the "Browse" button under "Request withdrawal, hold (release of hold) or cancel the approval project".



Note

Browse processing history

- Check the history such as the application date and approval date of withdrawal, hold (release of hold) or cancel the approval project.



Note

Status

- Display the application status of request withdrawal, hold (release of hold) or cancel the approval project.



Caution

Viewable range

- If the researcher who does not authority of editing and viewing, the button will not be displayed until the request withdrawal, hold (release of hold) or cancel the approval project is submitted.

(4) Check request details

The [Application for withdraw/Hold/Discontinue of the project (Browse)] screen is displayed.

Researcher Inquiry Operation manual Elapsed time (00:59)

Application for withdraw/Hold/Discontinue of the project (Browse)

Request to withdraw, hold* or cancel the following approved project. (* Change the research period if necessary)

Basic information

Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Hold application2
Application year	2021
Project ID	21484132
Project title	-
Research institution	STkikan
Principal investigator	hitachi taro

Request details

Select Application type Required ☐ withdraw ☒ Hold ☐ Discontinue project

Hold period Required (Start date) e.g.)2017/01/01 to (Finish date) e.g.)2017/01/01

Reason for change *1000 characters or less (line breaks and spaces are each counted as one character)

Research period ? Required (Start date) 2021 FY ~ (End date) 2021 FY Apply to "Change in amount entries field"

Total amount of funding/Budget amount

	2021FY	Total
Grant decided, Contract concluded	Contract concluded	-
Direct costs	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Change research costs

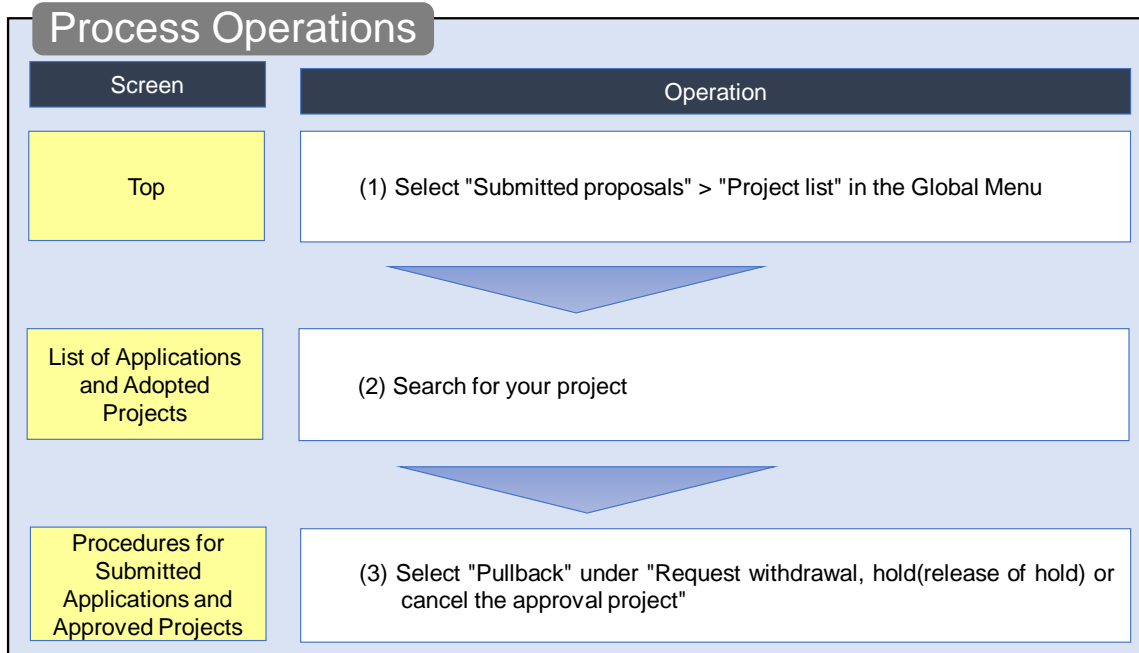
Change the amount details according to the change in the research period.
To change the research period, first change the "Research period" in the "Request details" and then click the "Change in amount entries field" button.

	2021 FY	Total
Direct costs Required	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

This completes the procedure for checking the details of your request.

3.4 Pullback a Request to Withdraw, Hold or Cancel a Project

This section explains how to pull back a request to withdraw, hold or cancel a project.



Instructions

(1) Selection in the Global Menu



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

(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, 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 title 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'.

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: ☐ All ☒ Only Applications ☐ Only Approved Projects
- Funding agency: [Dropdown menu] (marked as 'Required')
- Number of displayed items: [Text input] 100

 A pink arrow points from the 'Search conditions' section to the 'Search' button, which is labeled '(3) Click here'.

Below the 'Search' button, a section titled '▼ Display advanced search conditions' is expanded, showing additional filters:

- Application number: [Text input] [Exact match]
- Approval number: [Text input] [Exact match]
- Application entity: ☒ All ☐ Researcher unit ☐ Research institution unit
- Category of researcher's concurrent posts: ☒ All ☐ Principal investigator ☐ Co-investigator (with an 'Exclude in case of principal investigator' checkbox)
- 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.

The screenshot shows a web interface for search results. At the top, there's a blue header bar labeled "Search result". Below it, a summary bar indicates "1 to 1 items (total 1 items)" and an "Output template" dropdown set to "Select". To the right are links for "CSV output item selection" and "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	21484121	STkikan	Application in progress	Saved	List	
		New application 6	-	H i t a c h i T a r o				

An orange box highlights the "List" button in the table, with a callout box containing the text "(3) Click here". Below the table, the same summary bar and links are repeated.

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

(3) Select "Pullback" under "Request withdrawal, hold(release of hold) or cancel the approval project"

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

Procedures for Submitted Applications and Approved Projects
Perform various procedures according to project status.

Application year: 2021Application year
Funding program: Business Test
Title of call for Application: Hold application3
Project ID: 21484133
Approval number: 21484133
Project title: Hold application3

Status: Project status: Resume making a request
Application status: Request for hold 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
							Reference

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

Status	New request	Resume making a request	Delete	Pullback	Browse request details
Application in progress				Pullback	

Result report

Research results

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

Financial results

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

[Back](#)

(1) Click the "Pullback" button under "Request withdrawal, hold (release of hold) or cancel the approval project".



Caution

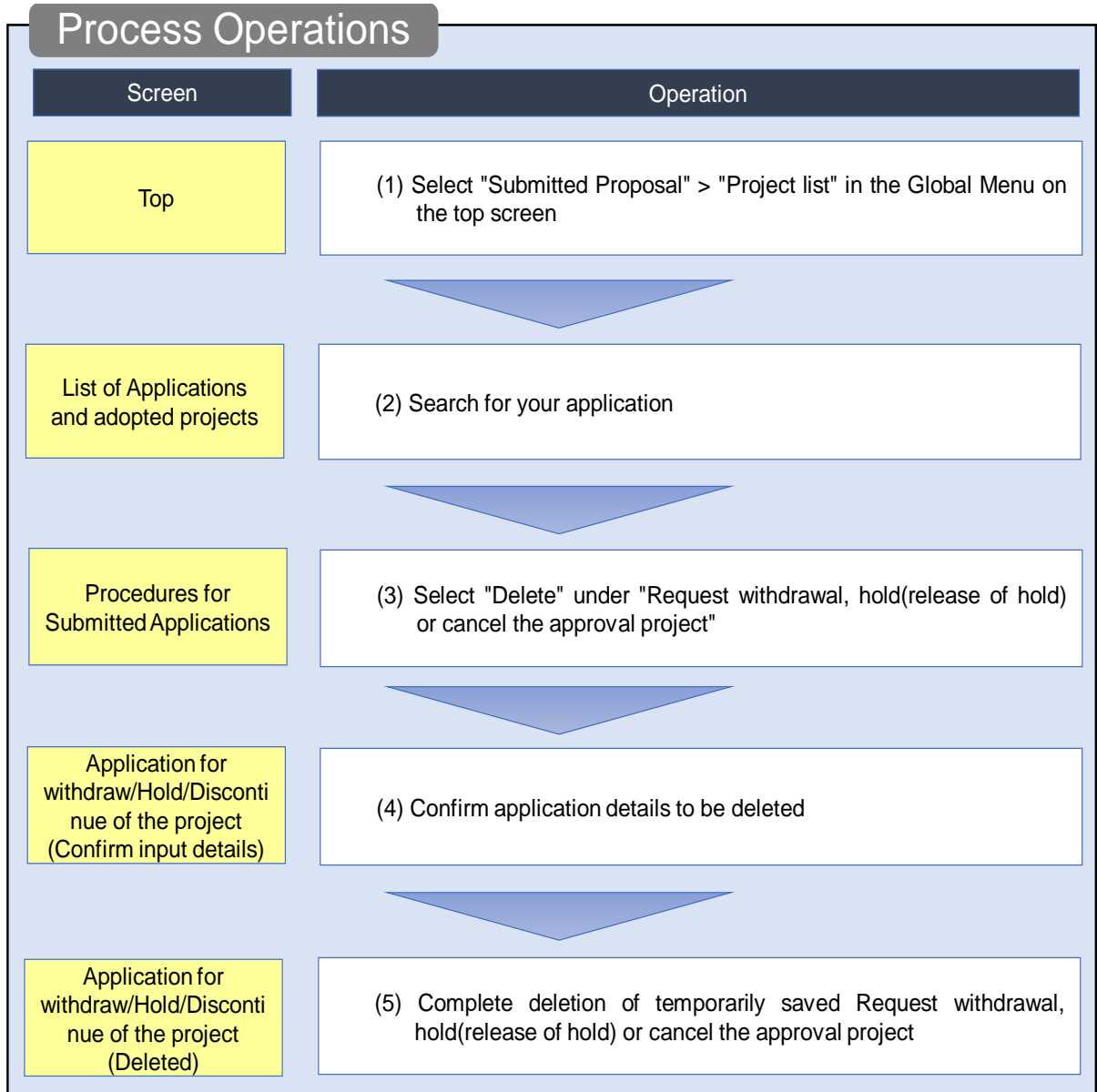
Possible range of Pullback

- If approval from your Research Institution is required (Researcher - > Research Institution - > Funding agency), you can pull back the request withdrawal, hold (release of hold) or cancel the approval project before approved by research institution.
- If approval from your Research Institution is required (Researcher - > Funding agency), you can pull back the request withdrawal, hold (release of hold) or cancel the approval project before accepted by Funding agency.

The above is the procedure for pulling back the withdrawing, holding and canceling a project.

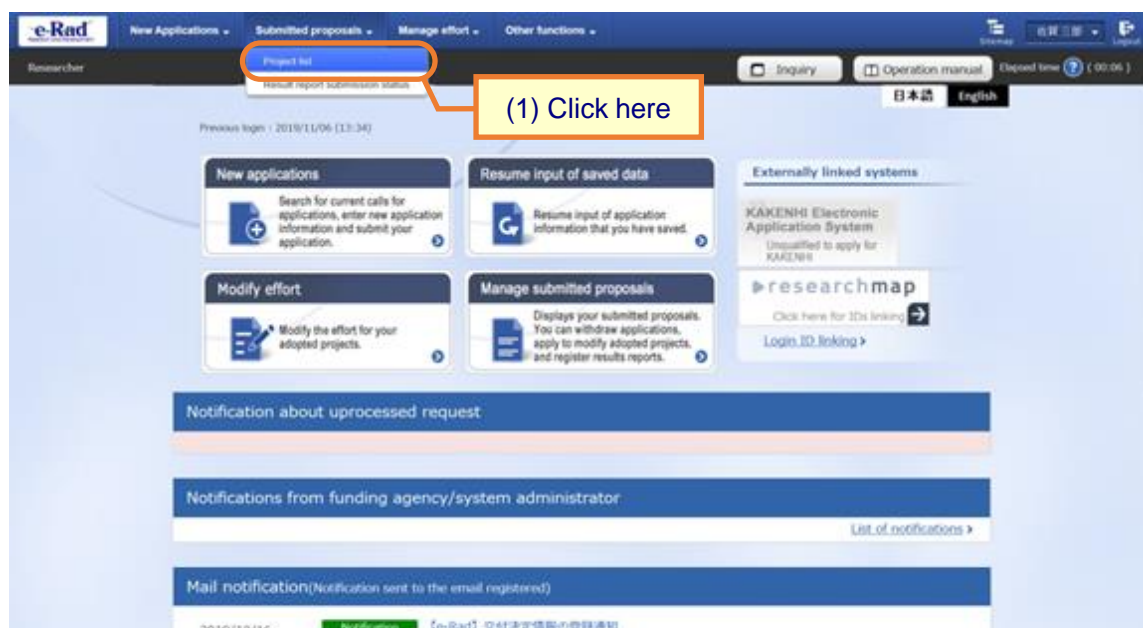
3.5 Delete a Saved Request to Withdraw, Hold or cancel a Project

This section explains how to delete saved request to withdraw, hold or cancel a project.



Instructions

(1) Selection in the Global Menu



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

(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, 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'.

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: ☐ All ☒ Only Applications ☐ Only Approved Projects
- Funding agency: [Dropdown menu] (marked as 'Required')
- Number of displayed items: [Dropdown menu] 100

 A pink arrow points from the 'Search conditions' section to the 'Search' button, which is labeled '(3) Click here'.

Below the 'Search' button, a section titled '▼ Display advanced search conditions' is expanded, showing additional search criteria:

- Application number: [Text input] [Exact match]
- Approval number: [Text input] [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.

The screenshot shows a web interface for search results. At the top, there's a blue header bar labeled "Search result". 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. The first row shows a project from 2021 with ID 2148412. The "Edit/Change request, result reports" column for this project contains a "List" button, which is highlighted by an orange box and a callout box labeled "(3) Click here". Above the table, there are filters for "1 to 1 items (total 1 items)" and an "Output template" dropdown set to "Select". To the right of the table, there are links for "CSV output item selection" and "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	2148412	New application 6 New application 6	21484121	STkikan Hitachi Tar	Application in progress	Saved	List	

(3) Click the "List" button for the project you want to delete.

(3) Select "Delete" under "Request withdrawal, hold(release of hold) or delete the approval project"

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

Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

Application year	2021Application year
Funding program	Business Test
Title of call for Application	Hold application2
Project ID	21484132
Approval number	21484132
Project title	Hold application2
Status	Project status Resume making a request
<input type="button" value="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
		<input type="button" value="New"/>					<input type="button" value="Reference"/>

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

Status	New request	Resume making a request	Delete	Pullback	Browse request details
Saved		<input type="button" value="Resume"/>	<input type="button" value="Delete"/>		<input type="button" value="Browse"/>

Result report

Research results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter · Authority setting
								<input type="button" value="Resume ma"/>

Financial results

Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter · Authority setting
								<input type="button" value="Resume ma"/>

(1) Click the "Delete" button under "Request withdrawal, hold (release of hold) or cancel the approval project".



Caution

Possible conditions of deletion

- Saved reservation / reservation cancellation / research suspension application can be deleted.
- You can pullback and delete the request withdrawal, hold (release of hold) or cancel the approval project returned from Research institution / Funding agency.

(4) Checking the contents to be deleted

The [Application for withdraw/Hold/Discontinue of the project (Confirm input details)] screen is displayed.

Request to Withdrawal/Hold/Cancel the approved project
Request to withdraw, hold* or cancel the following approved project. (* Change the research period if necessary)

Basic information

Funding agency	hitachiST
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Hold application2
Application year	2021
Project ID	21484132
Project title	-
Research institution	STkikan
Principal investigator	hitachi taro

Request details

Select Application type: ☐ withdraw ☒ Hold ☐ Discontinue project

Hold period: (Start date) e.g. 2017/01/01 to (Finish date) e.g. 2017/01/01

Reason for change:
 *1000 characters or less (line breaks and spaces are each counted as one character)
 More 1000 more characters.

Research period: (Start date) 2021 FY ~ (End date) 2021 FY
 Apply to "Change in amount entries field"

Total amount of funding/Budget amount

	2021FY	Total
Grant decided, Contract concluded	Contract concluded	-
Direct costs	1,000 yen	1,000 yen
Total	1,000 yen	1,000 yen

Change research costs

Change the amount details according to the change in the research period.
To change the research period, first change the "Research period" in the "Request details" and then click the "Change in amount entries field" button.

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

(2) Click here

Back Save Register >

(1) Check the details.

(2) Click the "Register" button.

(5) Delete complete

Deletion is complete when the [Application for withdraw/Hold/Discontinue of the project (Deleted)] screen appears.



This completes the procedure for deleting saved request withdrawal, hold (release of hold) or cancel the approval project.