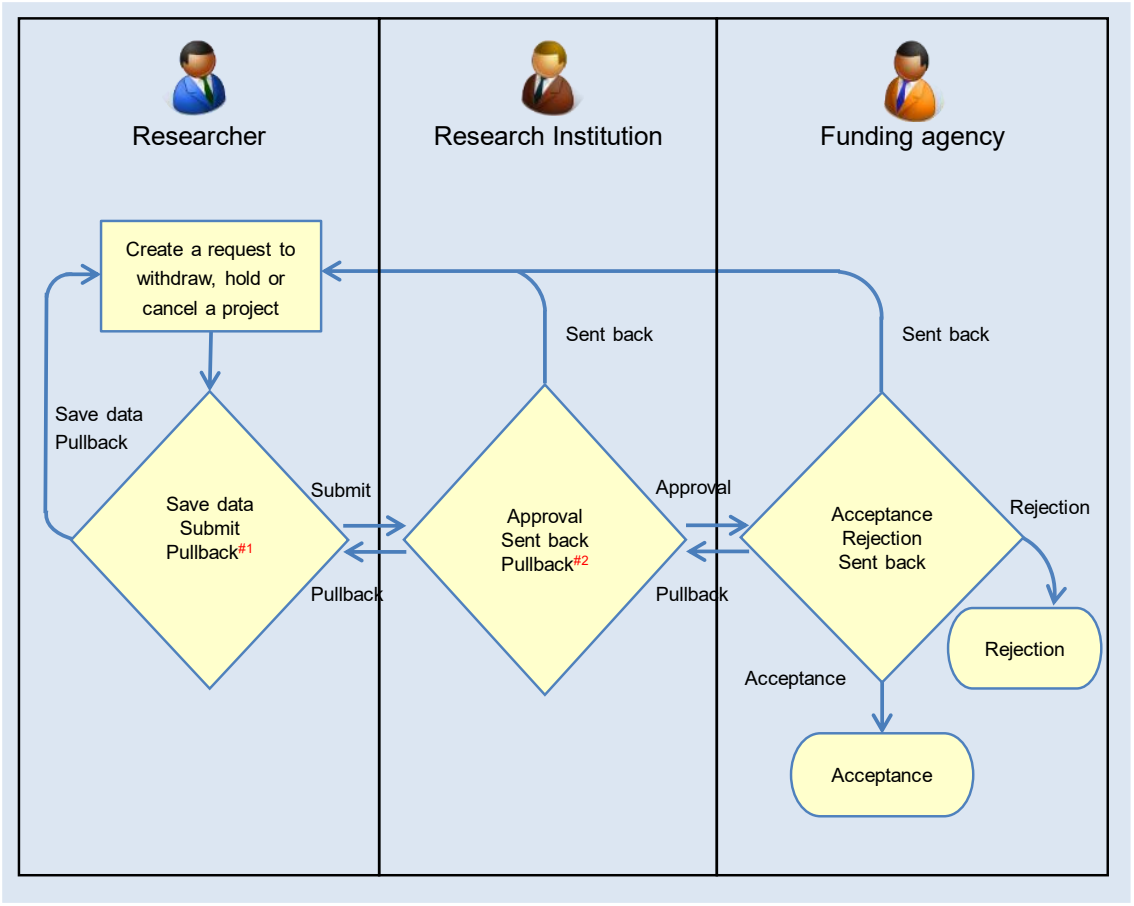
3. Withdrawing, Holding and Canceling a Project

Withdrawing, Holding and Canceling a Project

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

Process for Withdrawing, Holding and Canceling a Project



#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"

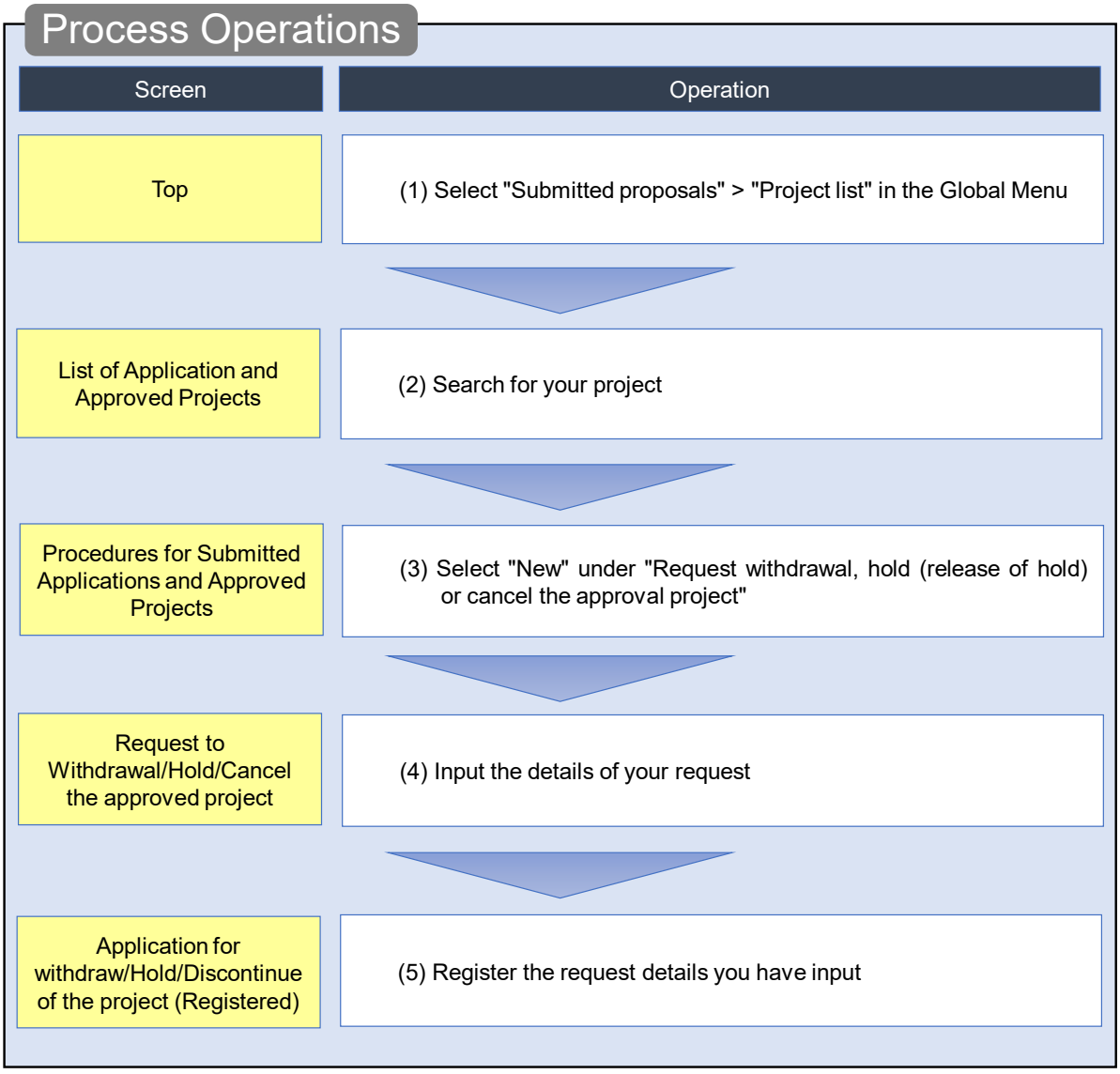
- Deletion a saved request

  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"

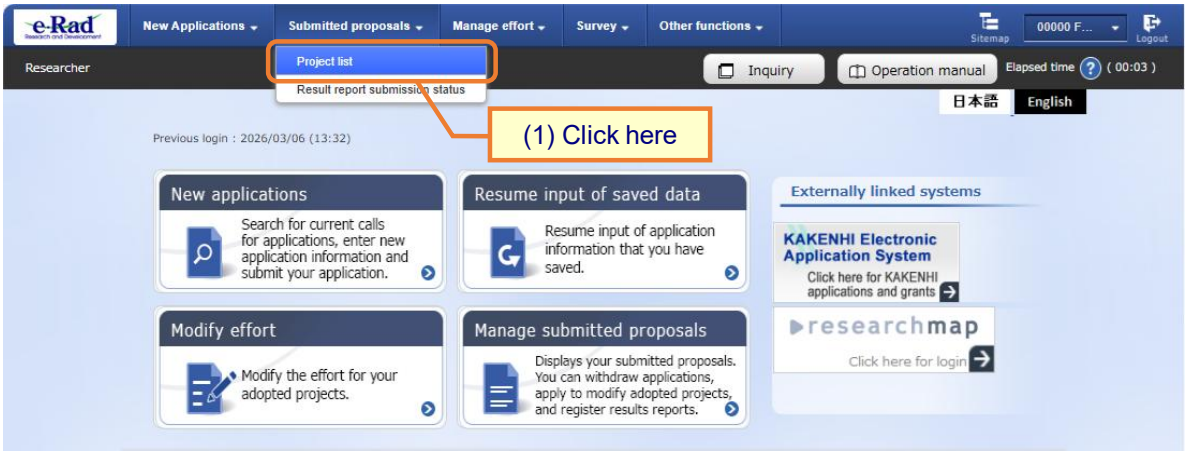
3.1 Creating a New Request to Withdraw, Hold or Cancel a Project

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



Instructions

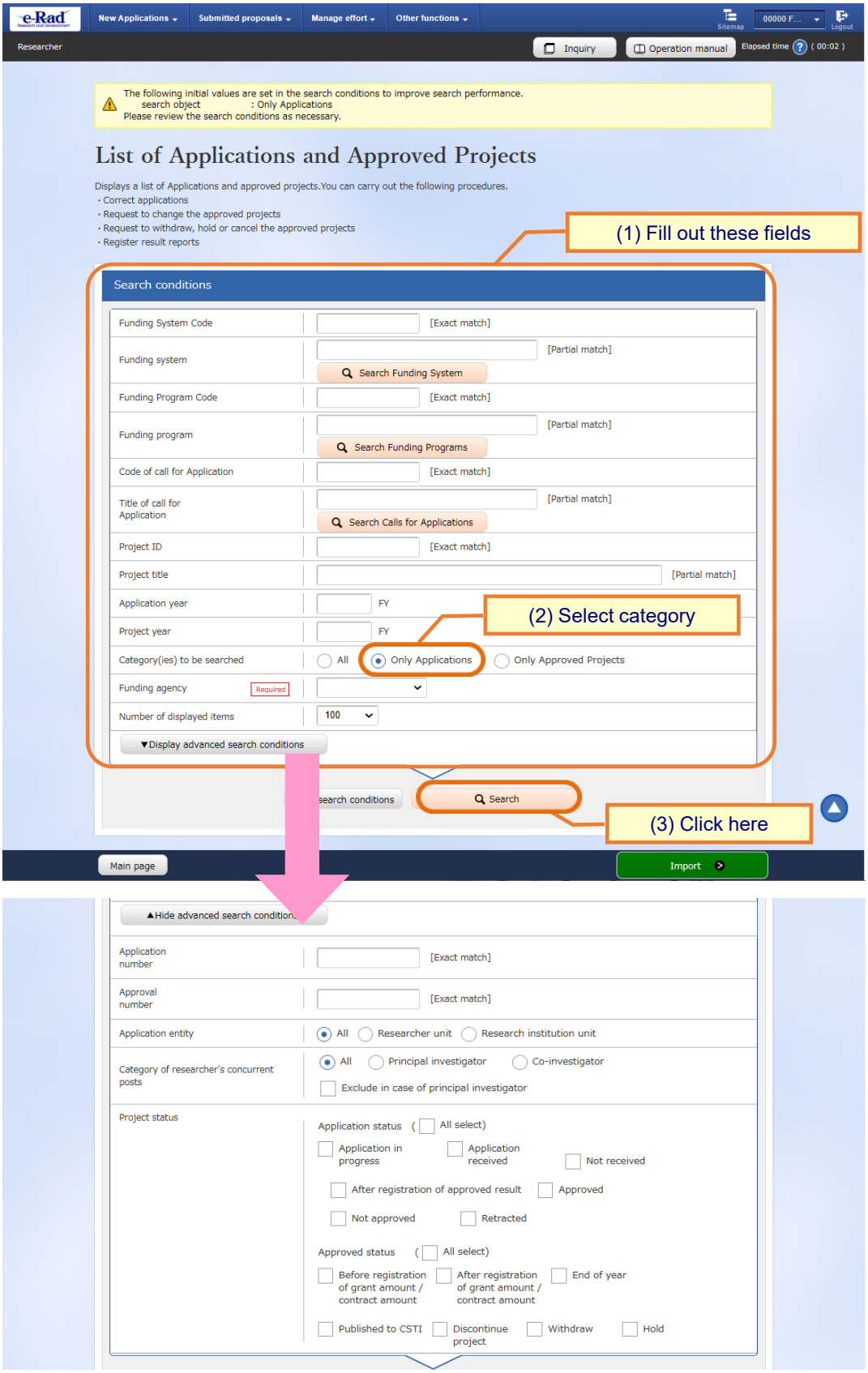
(1) Selection in the Global Menu



(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.

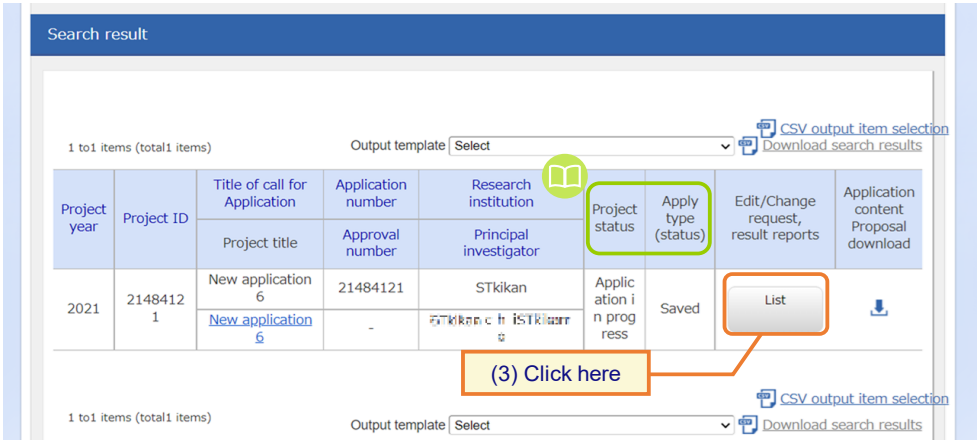


(1) Input search terms.

(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 for which you want to submit an application.

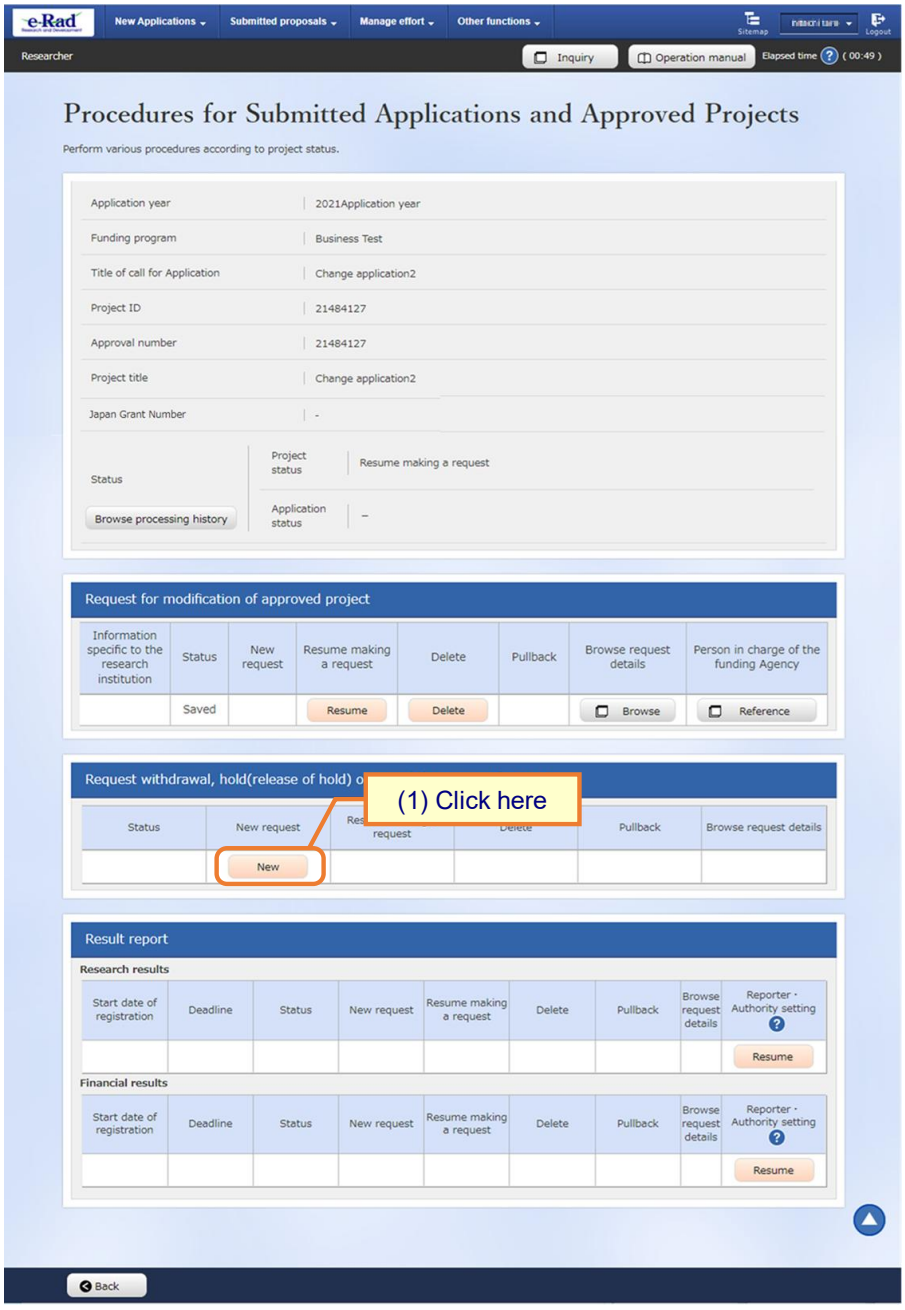
Note Project status, Apply type (status)

○ 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.

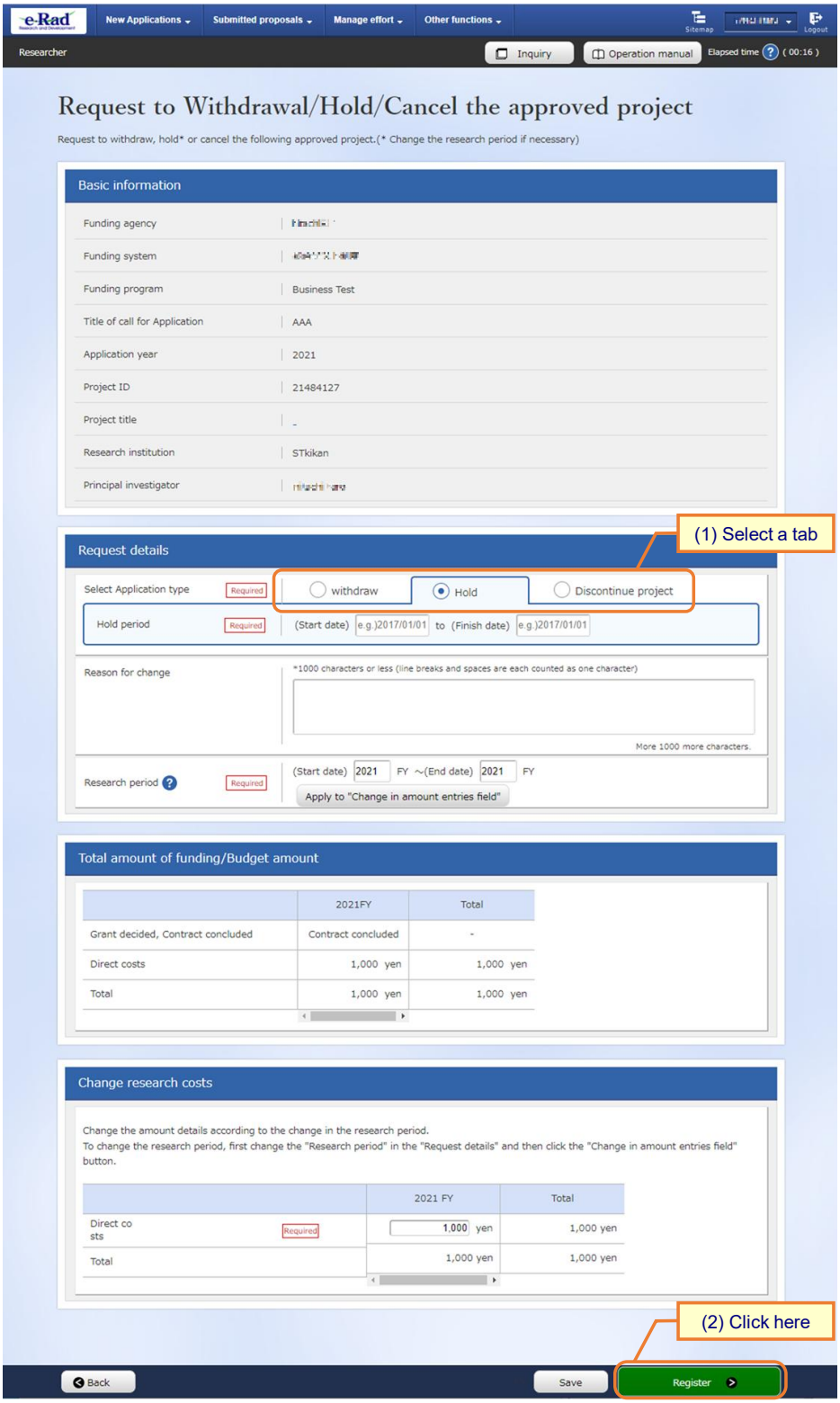


(1) Click the "New" button under "Request withdrawal, hold (release of hold) or cancel the approval project".

(4) Input request details

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

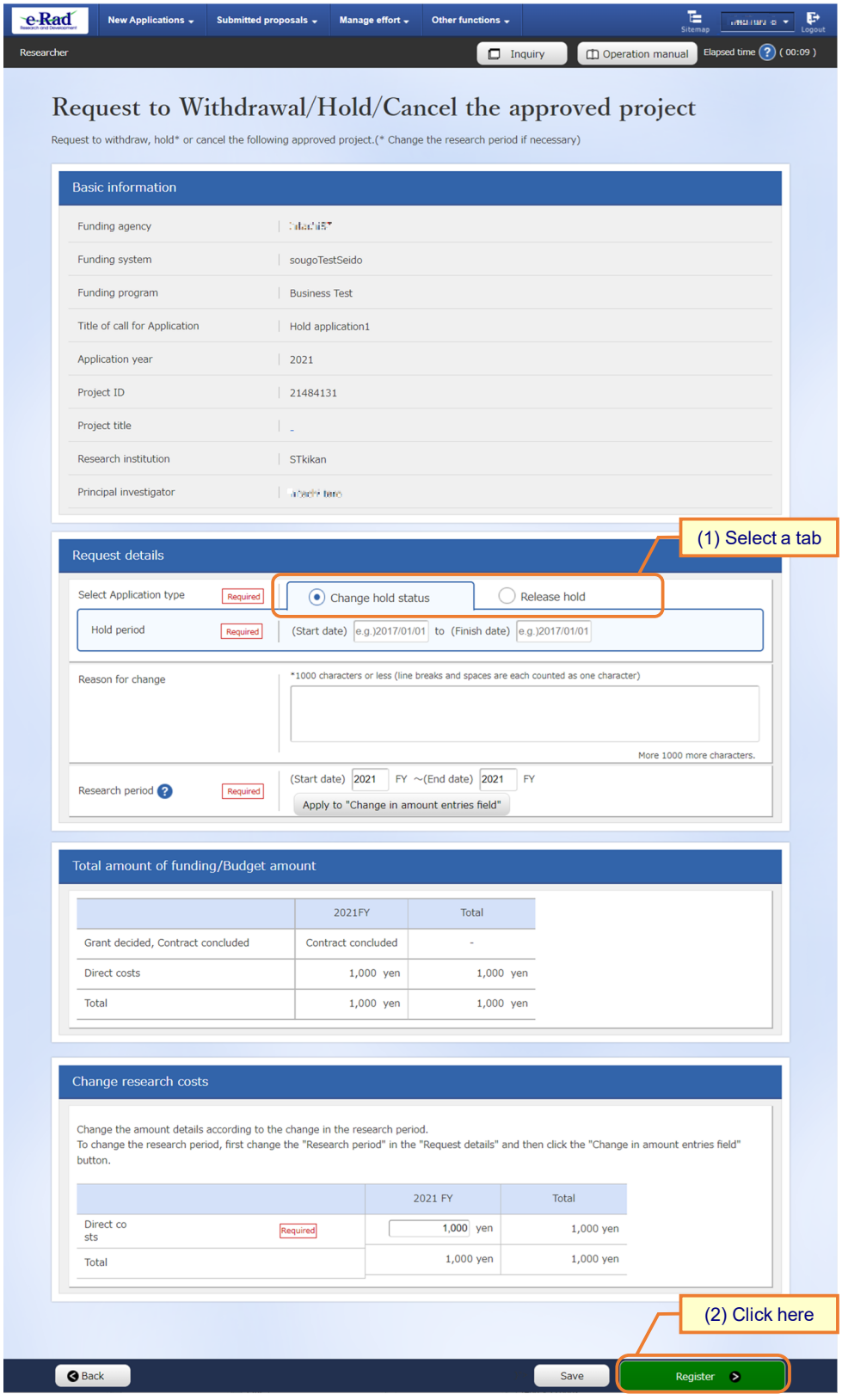
If the project is not on hold:



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

(2) Click the "Register" button.

If the project is on hold:



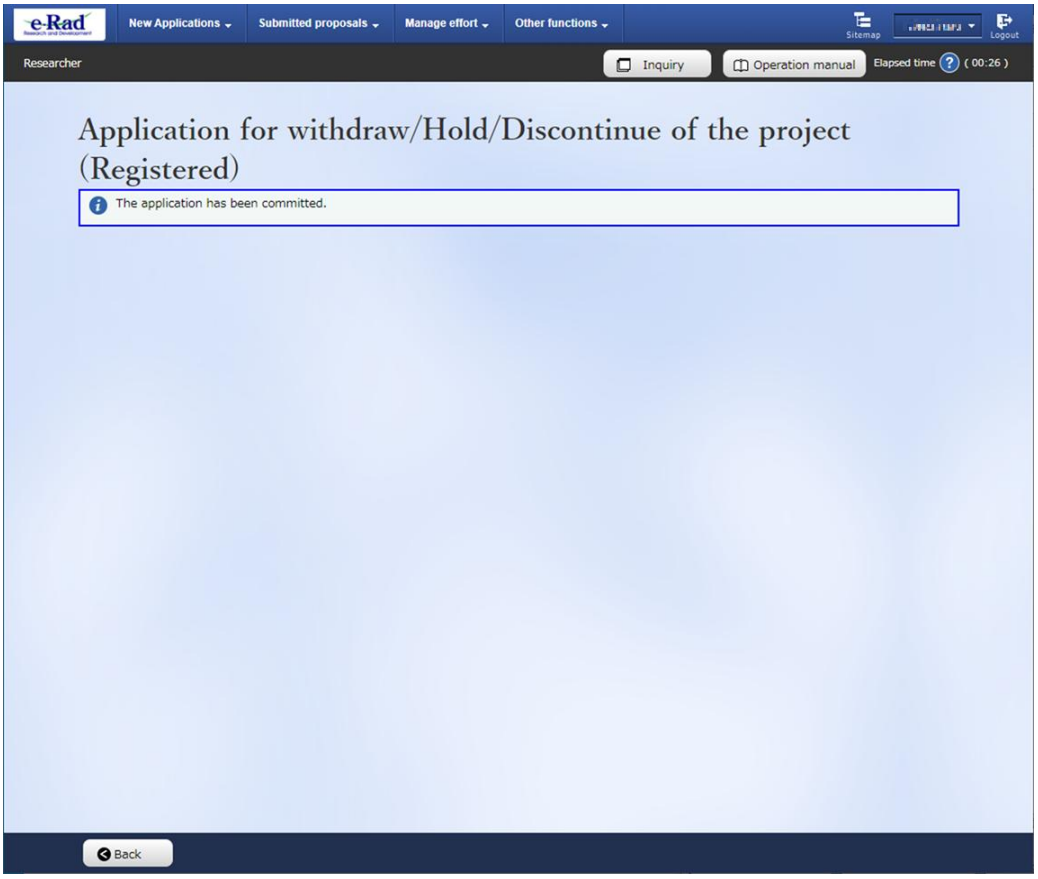
(1) Select an Application type and Input the details.

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.

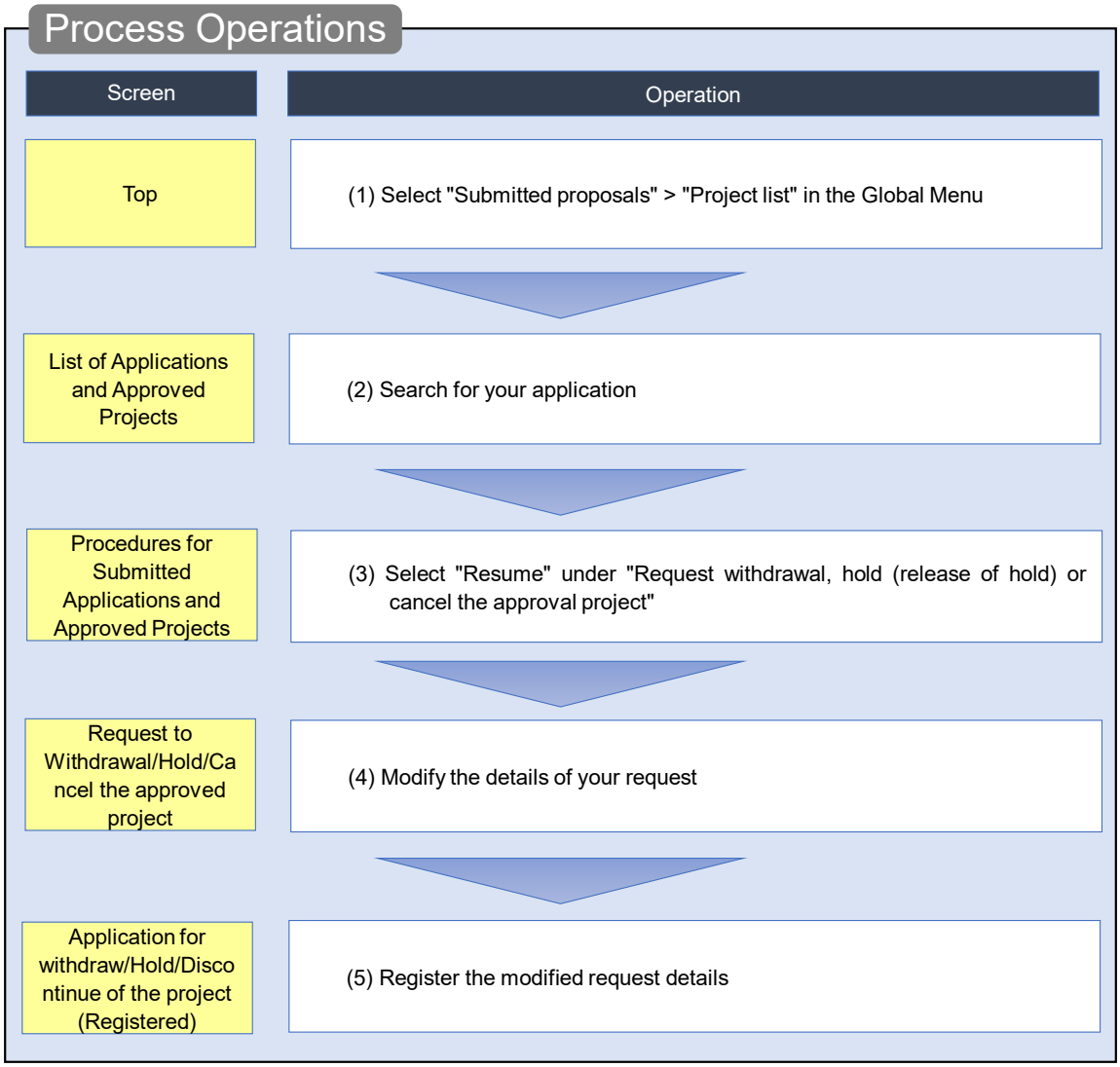
It will be submitted to the Funding agency after it is approved by the administrative manager at your research institution.

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

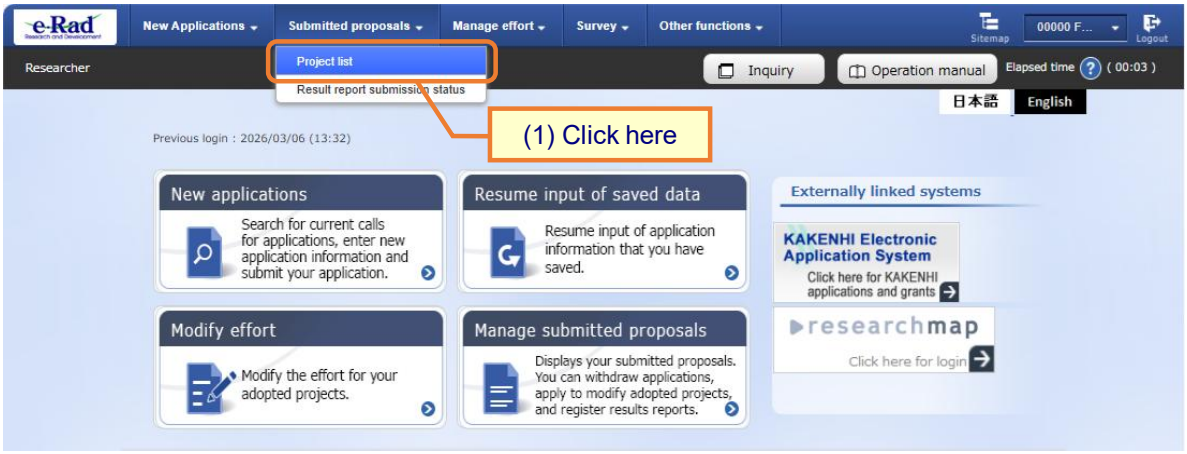
This section explains how to resume input in a saved request to withdraw, hold or cancel a project.

Process Operations



Instructions

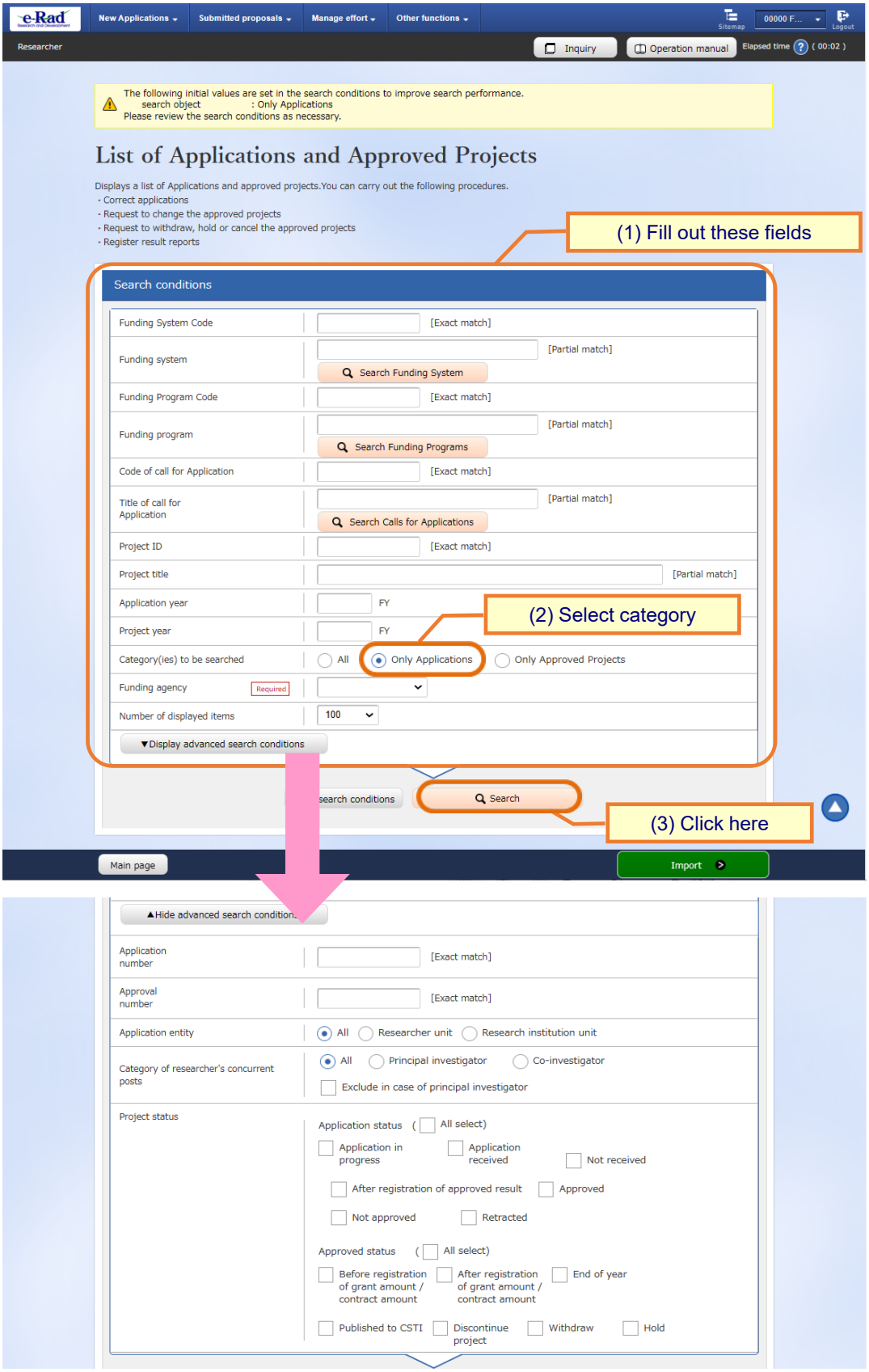
(1) Selection in the Global Menu



(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.

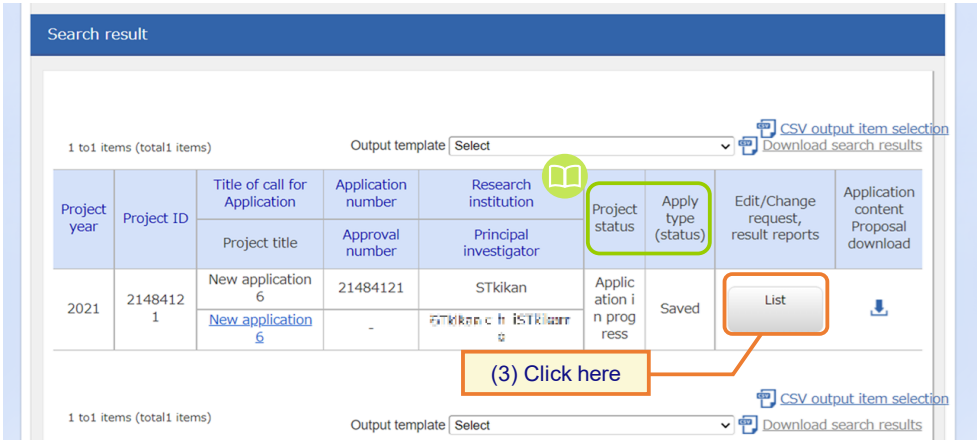


(1) Input search terms.

(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 for which you want to resume input.

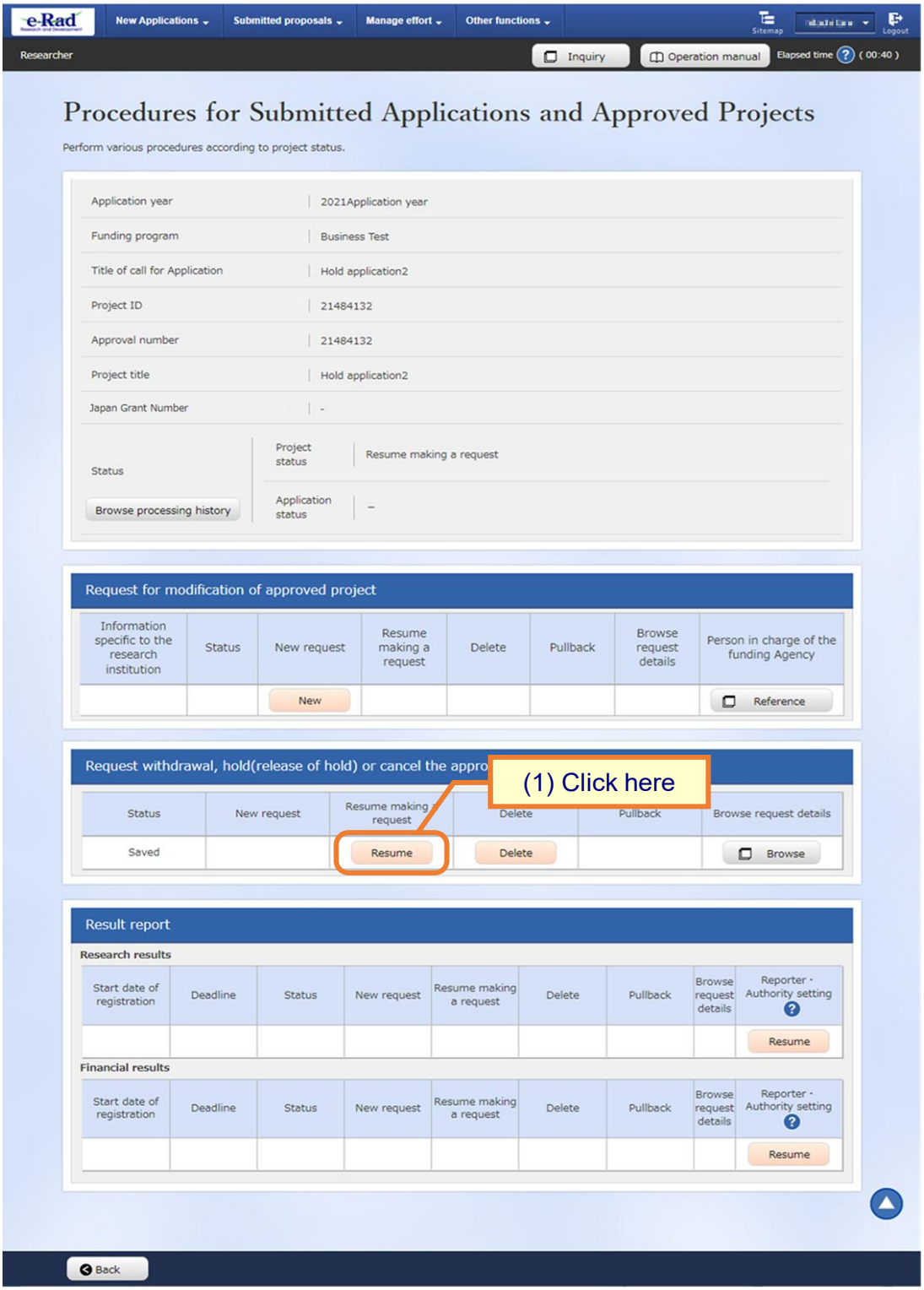
Note Project status, Apply type (status)

○ 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"

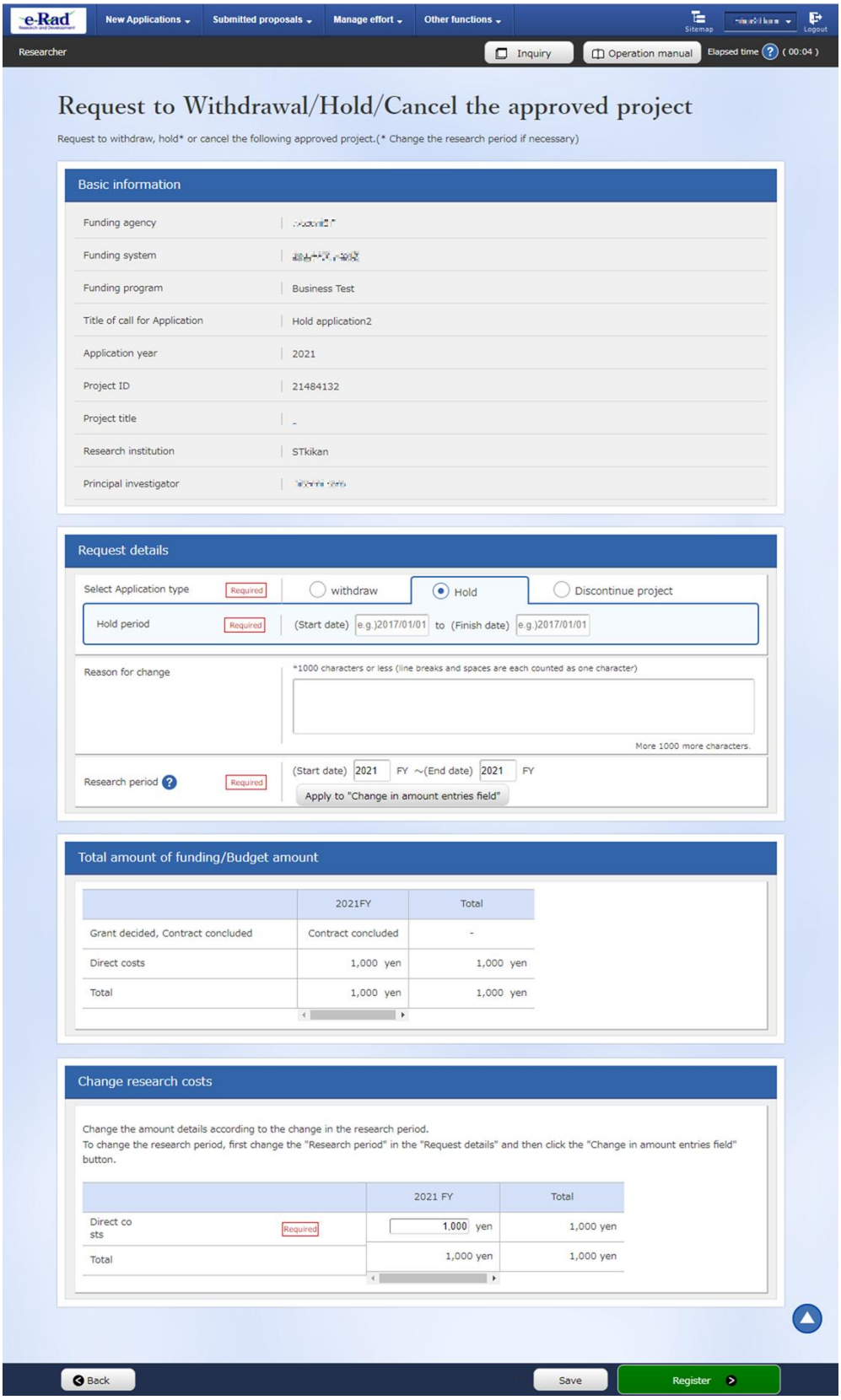
The [Procedures for Submitted Applications and Approved Projects] screen is displayed.



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

(4) Input request details

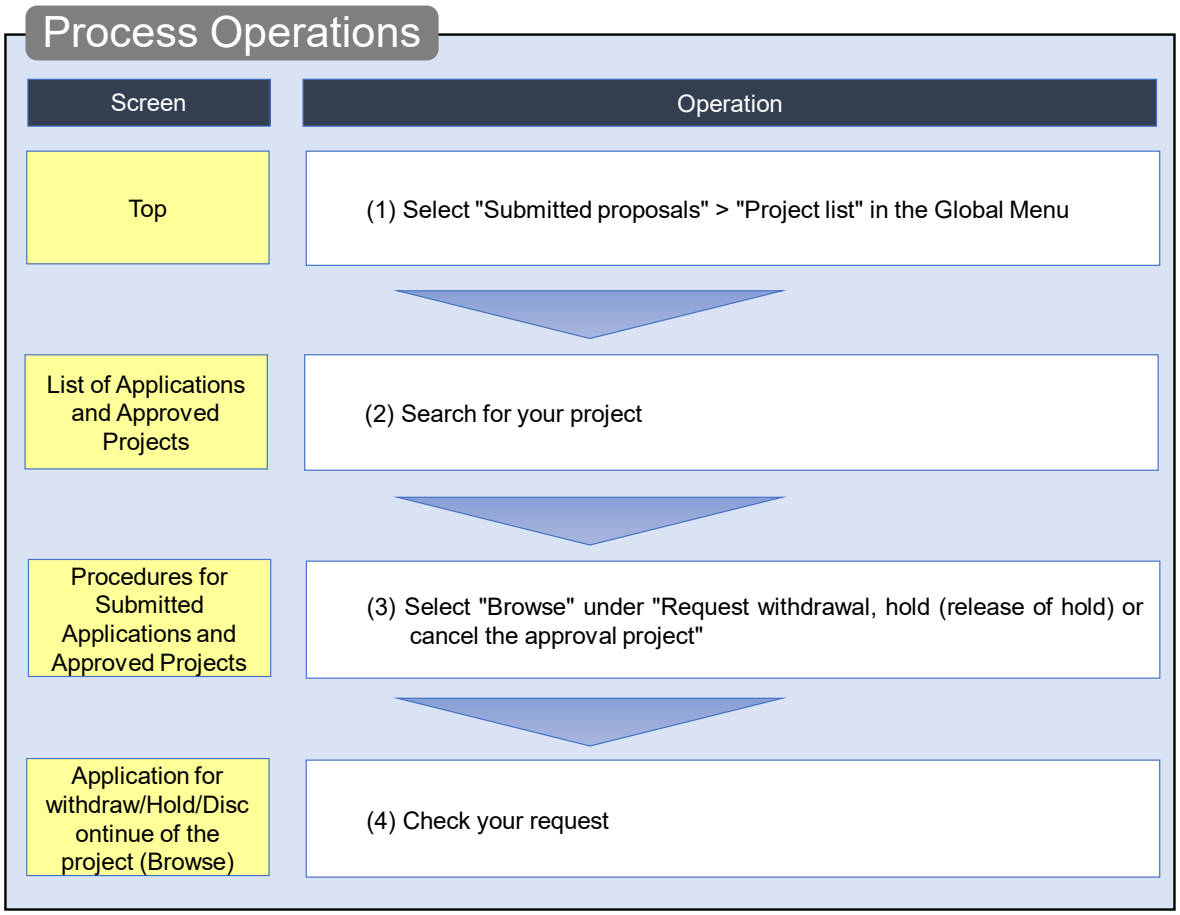
The [Request to Withdrawal/Hold/Cancel the approved project] screen is displayed.



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

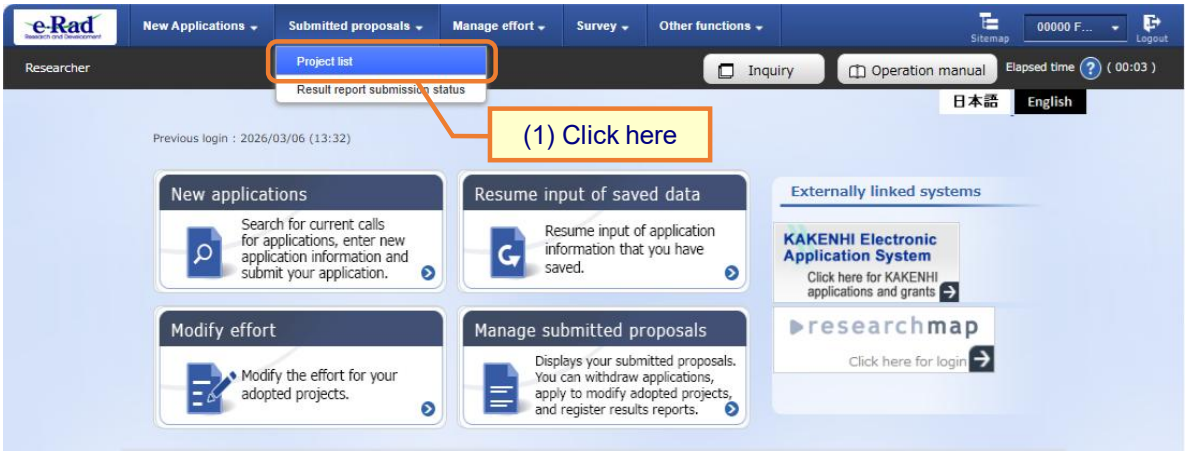
3.3 Checking the Details of a Request to Withdraw, Hold or Cancel a Project

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



Instructions

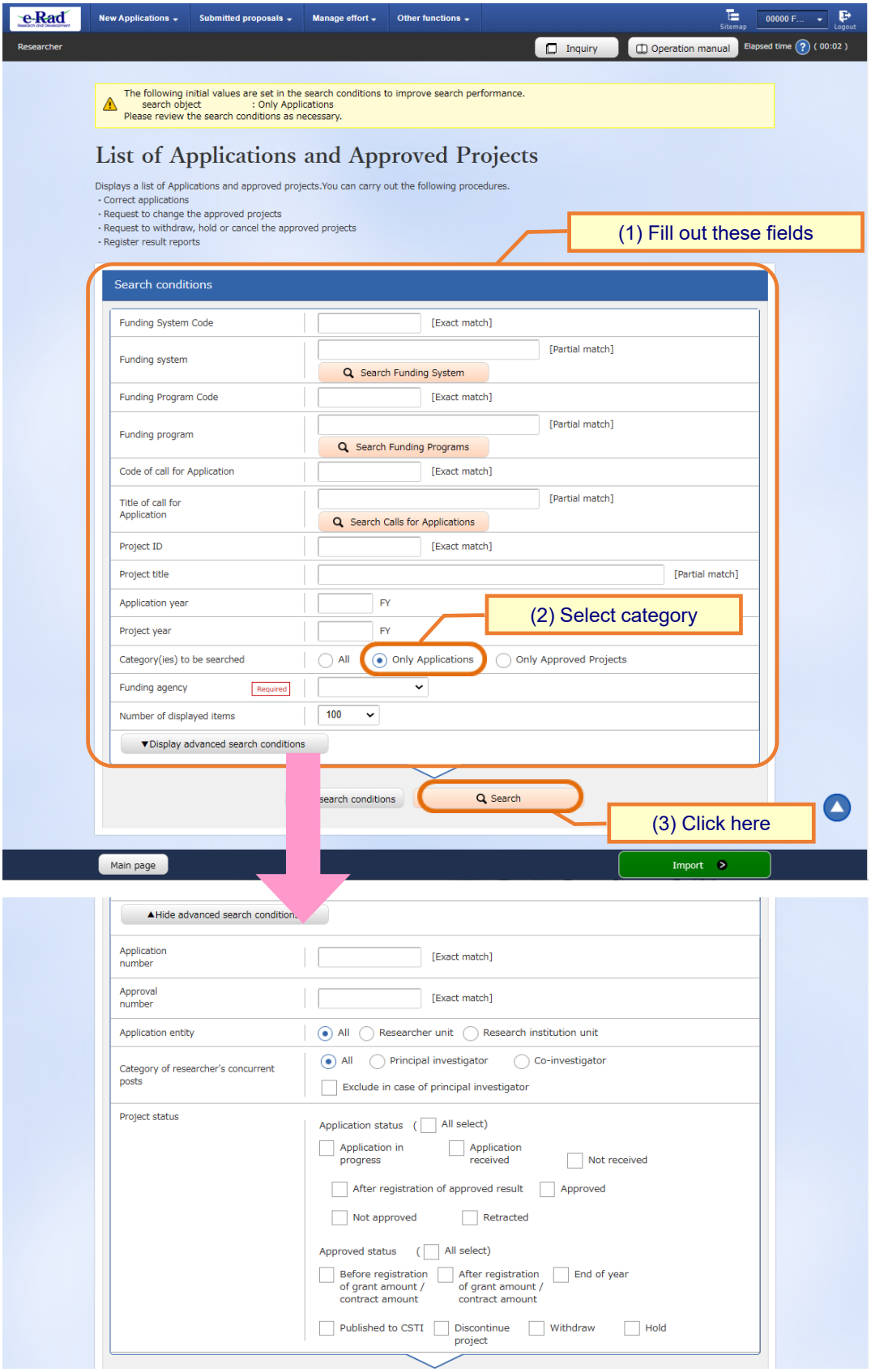
(1) Selection in the Global Menu



(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.

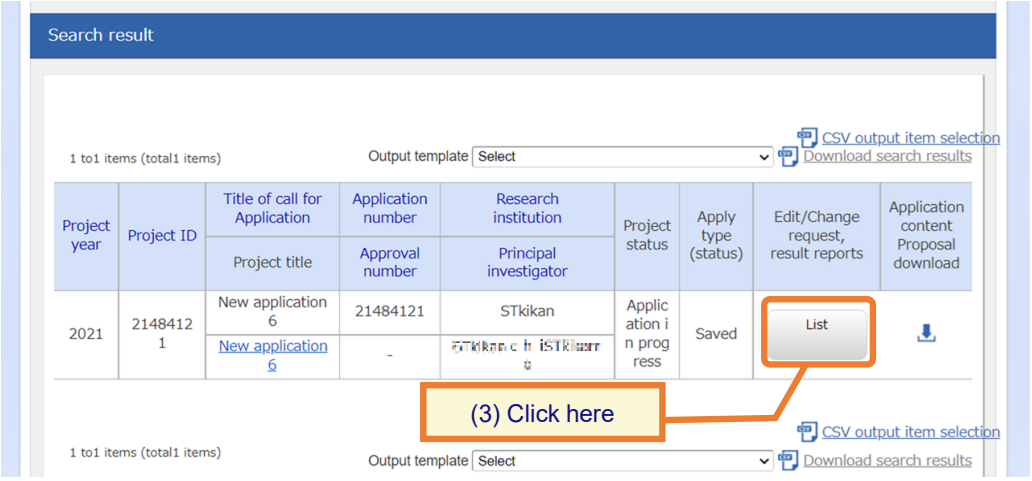


(1) Input search terms.

(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.

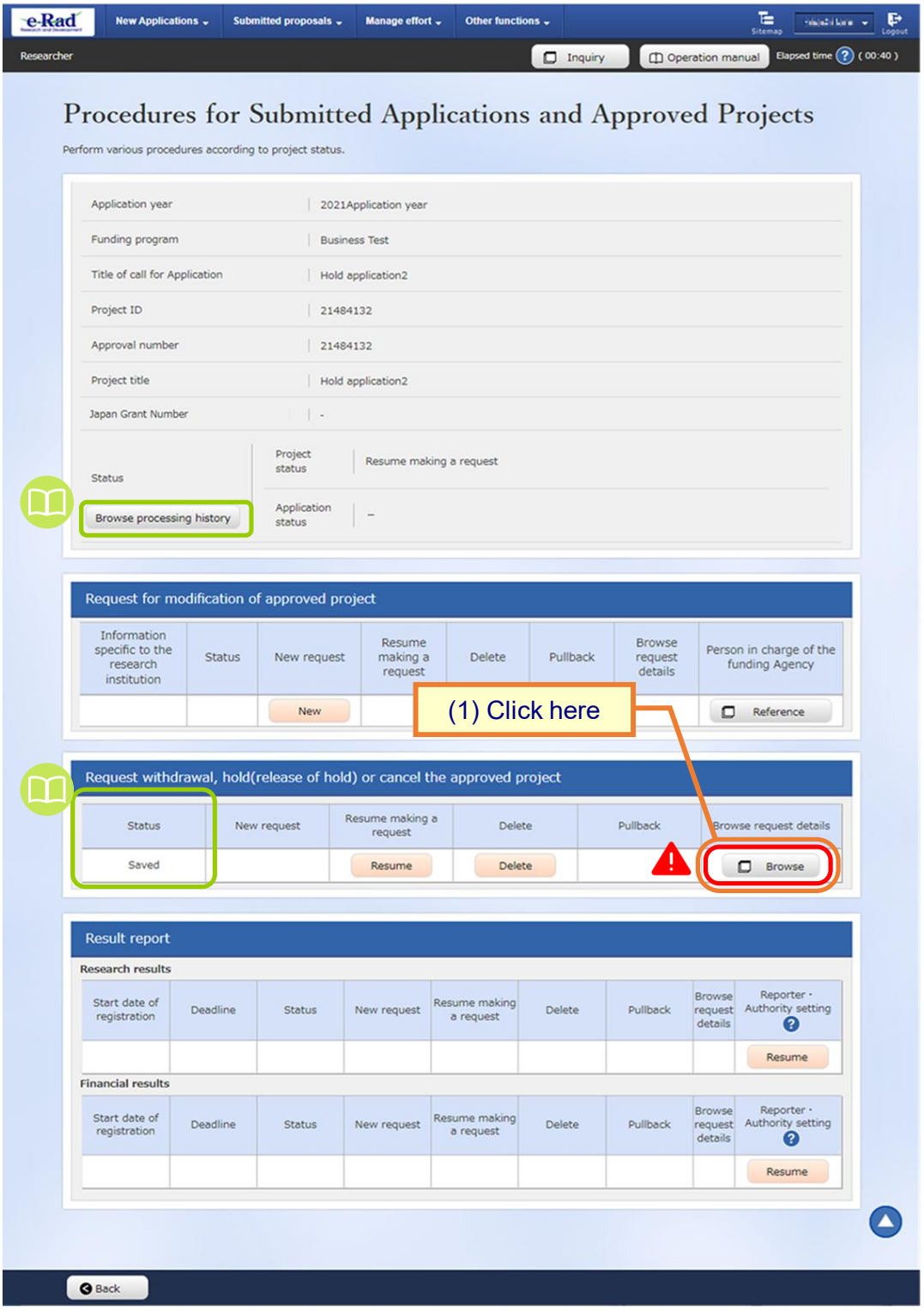
The search results are displayed.



(3) Click the "List" button next to the project 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.



(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

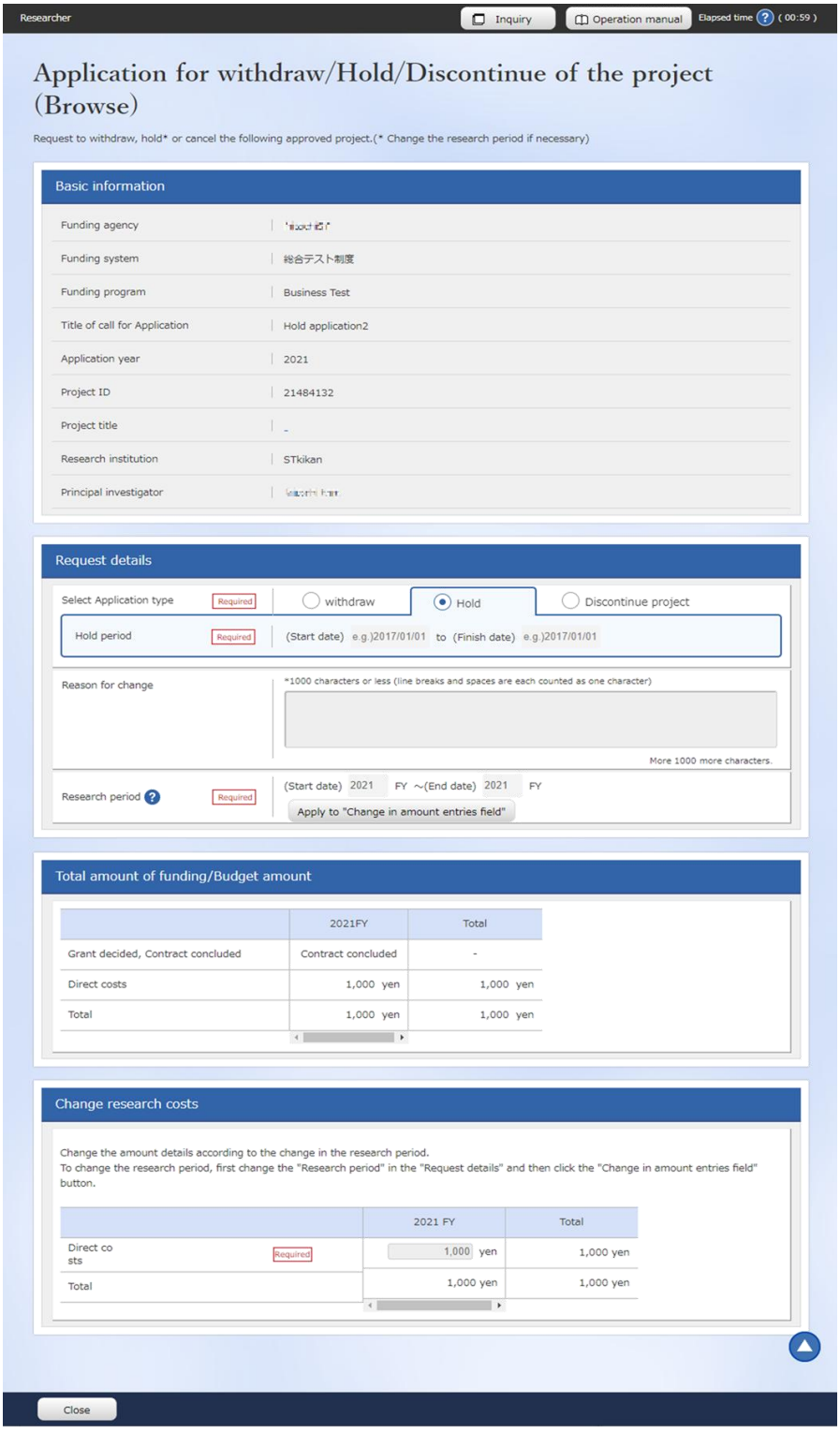
○ Display the application status of request withdrawal, hold (release of hold) or cancel the approval project.

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

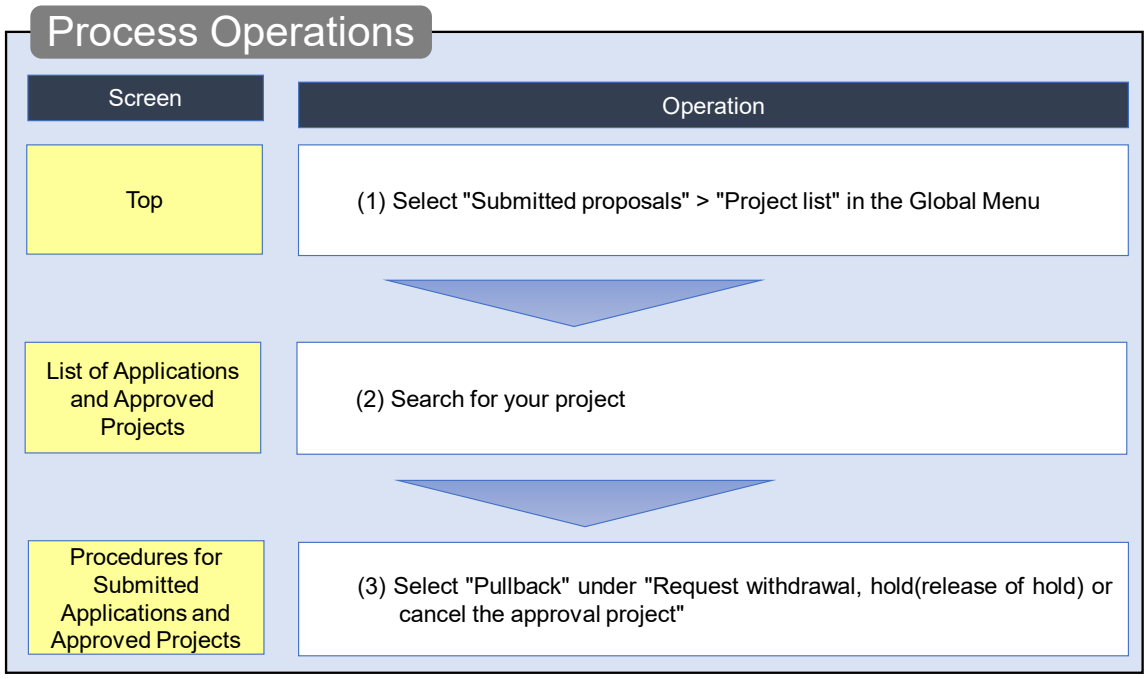
The [Application for withdraw/Hold/Discontinue of the project (Browse)] screen is displayed.



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

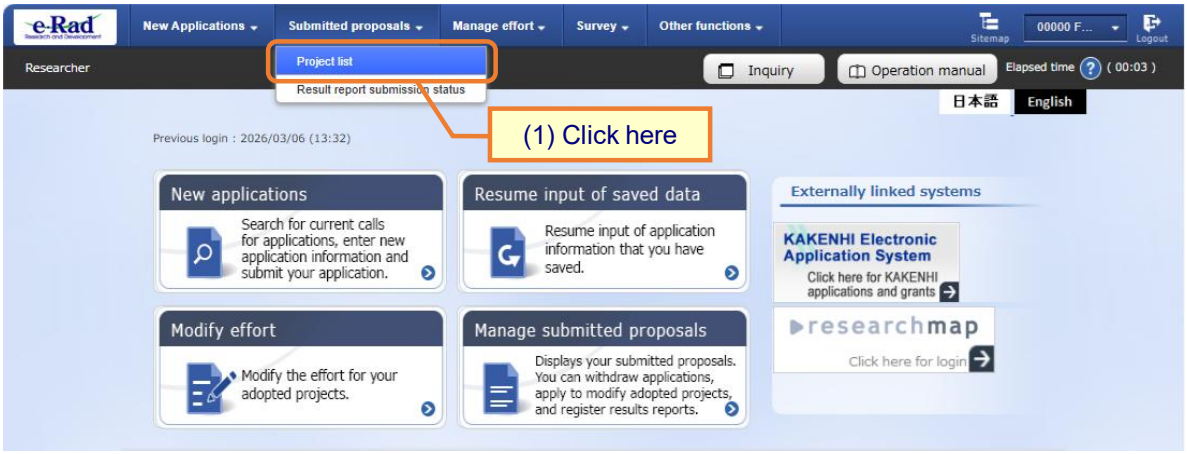
3.4 Pullback a Request to Withdraw, Hold or Cancel a Project

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



Instructions

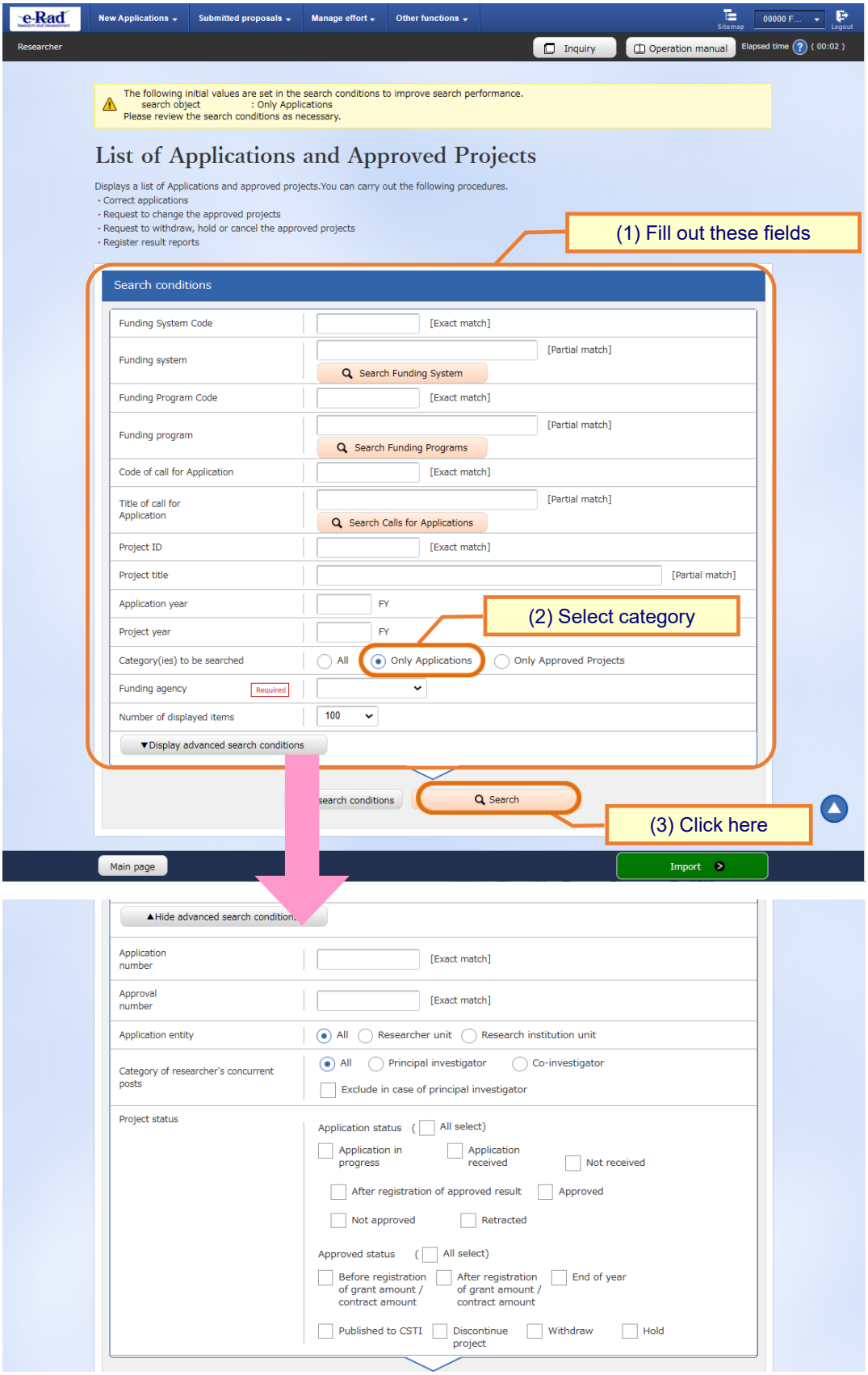
(1) Selection in the Global Menu



(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.

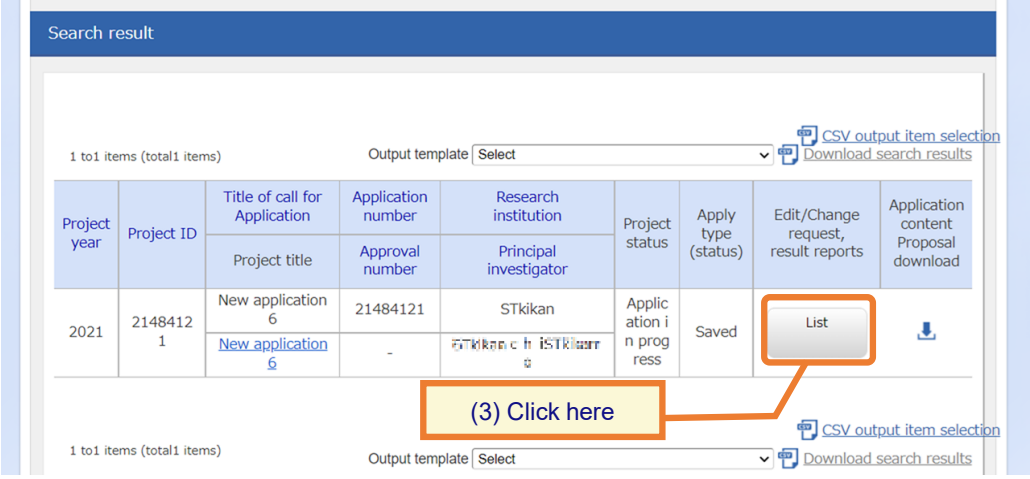


(1) Input search terms.

(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.

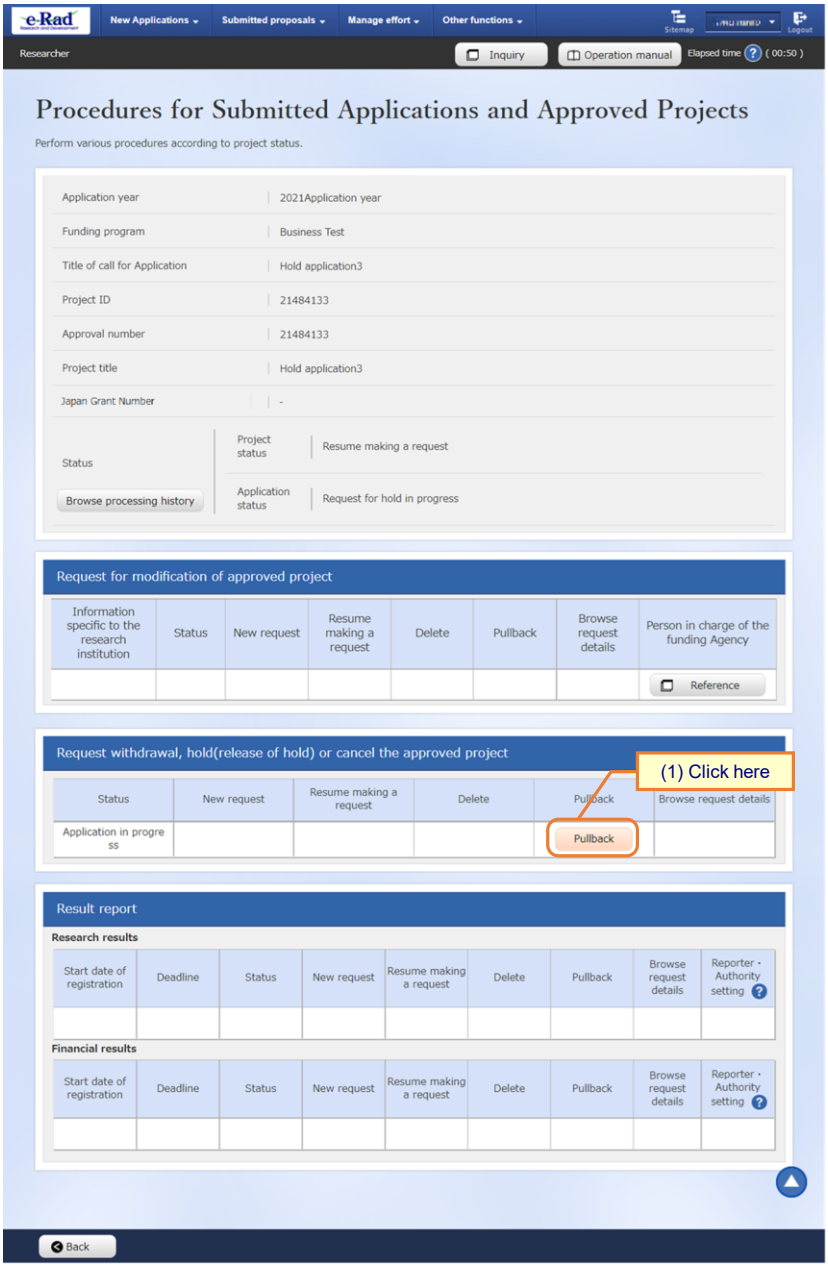
The search results are displayed.



(3) Click the "List" button next to the project 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.



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

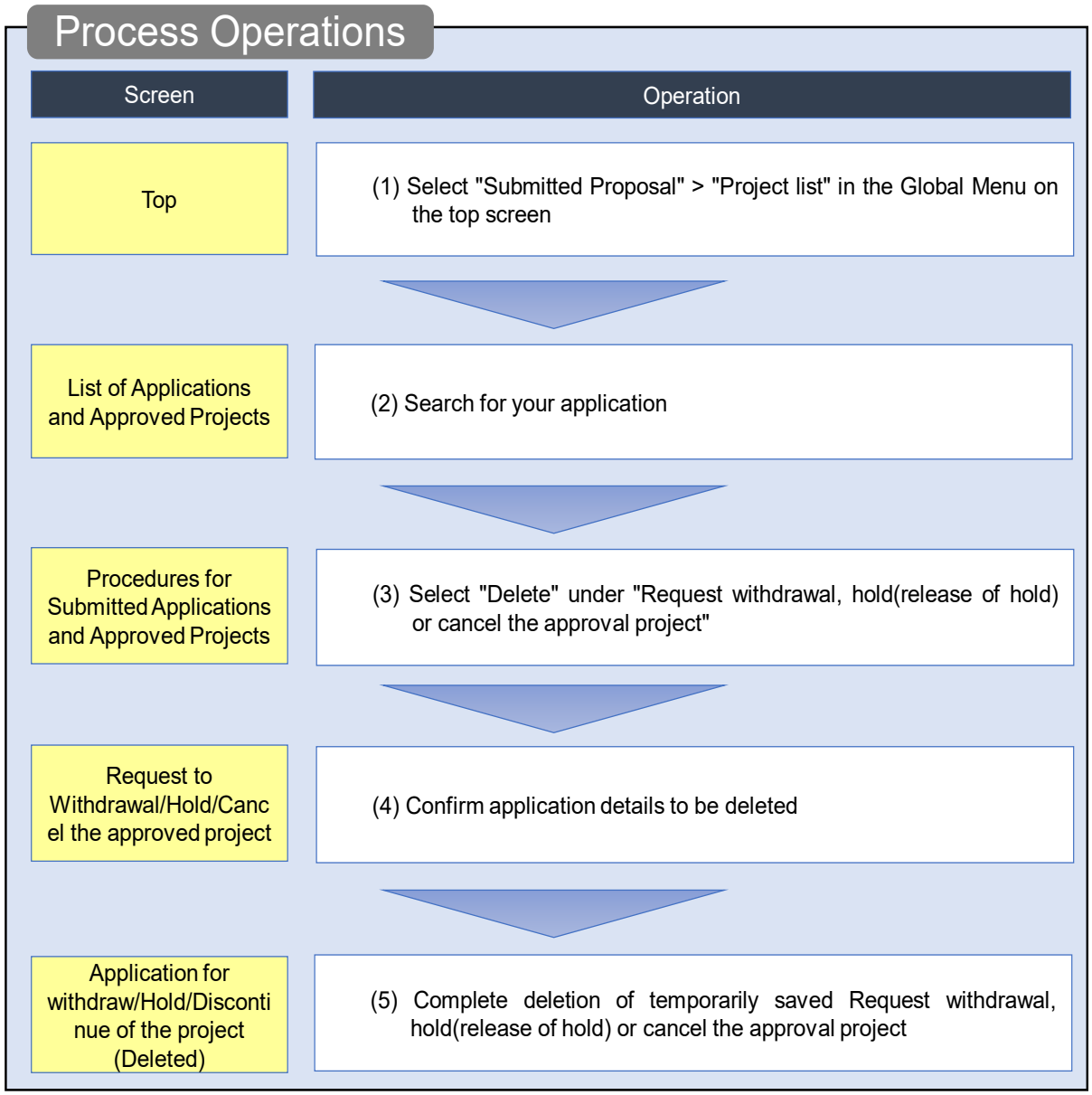
Caution Possible range of Pullback

- ○ 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.

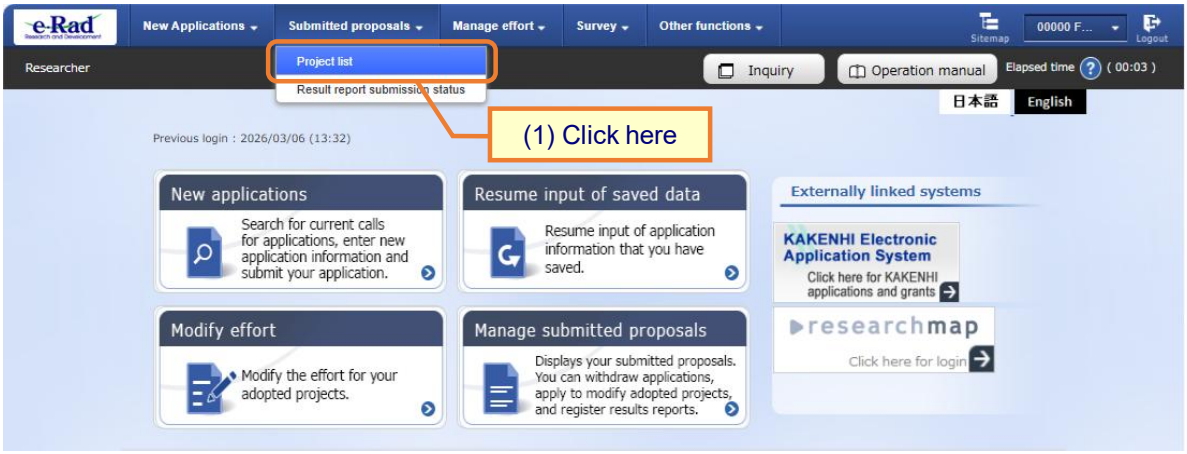
3.5 Delete a Saved Request to Withdraw, Hold or cancel a Project

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



Instructions

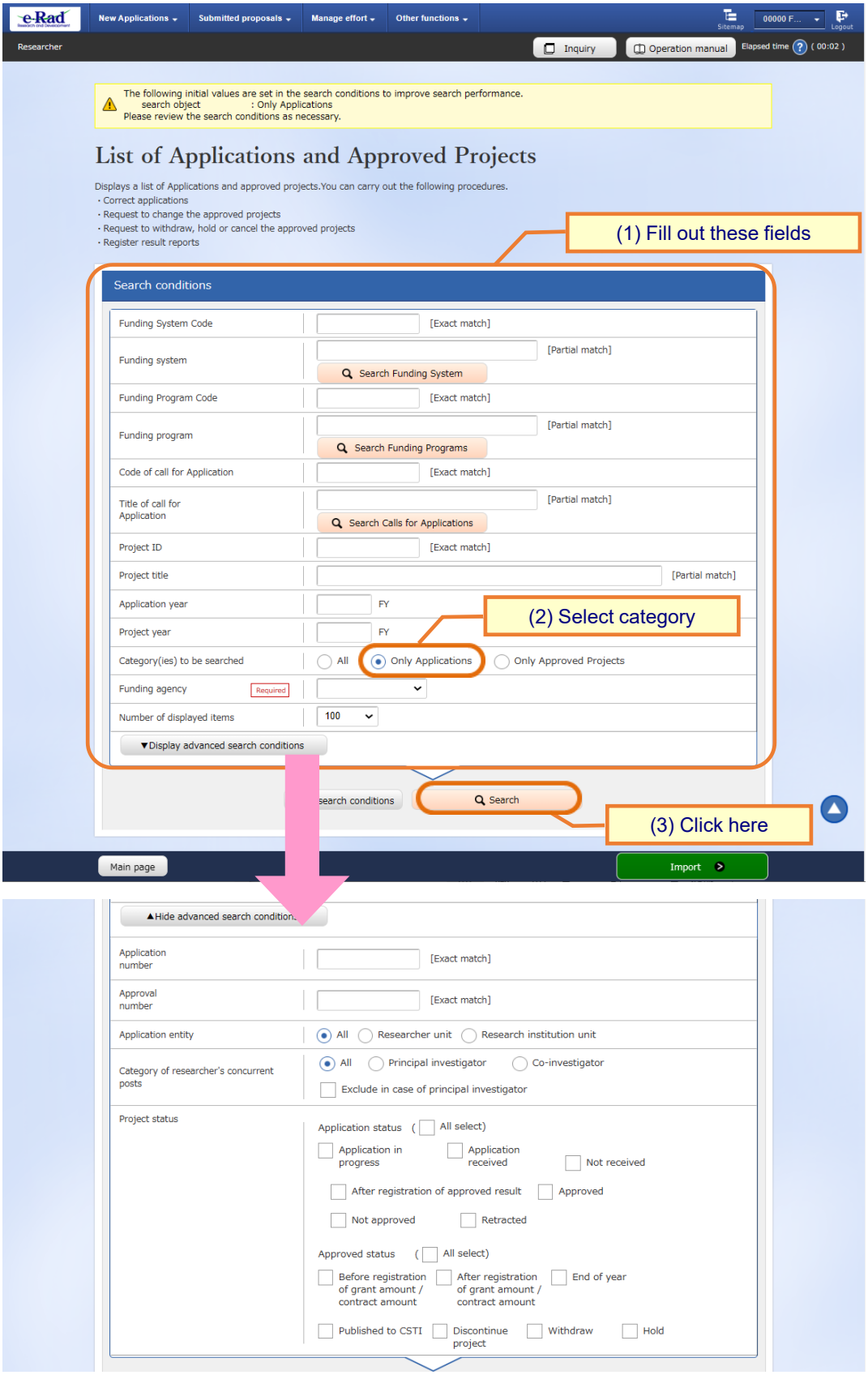
(1) Selection in the Global Menu



(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.

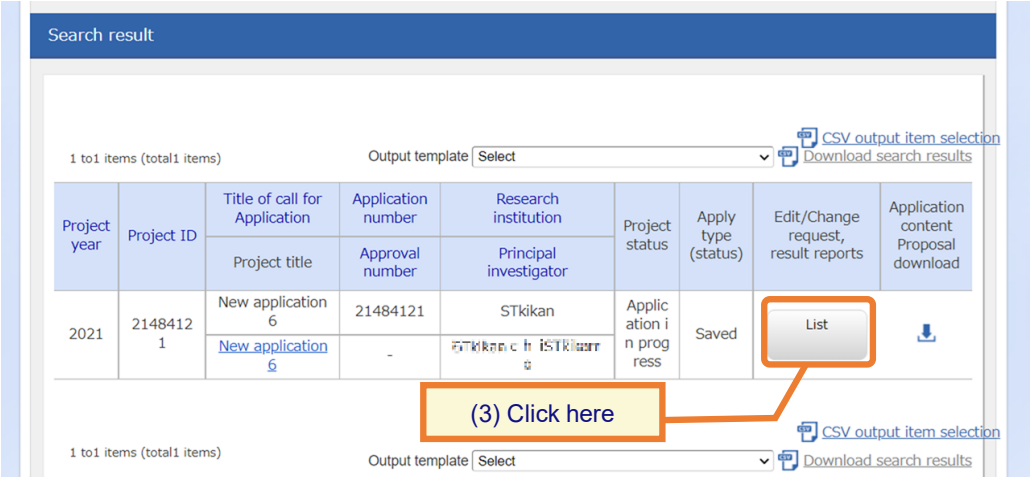


(1) Input search terms.

(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.

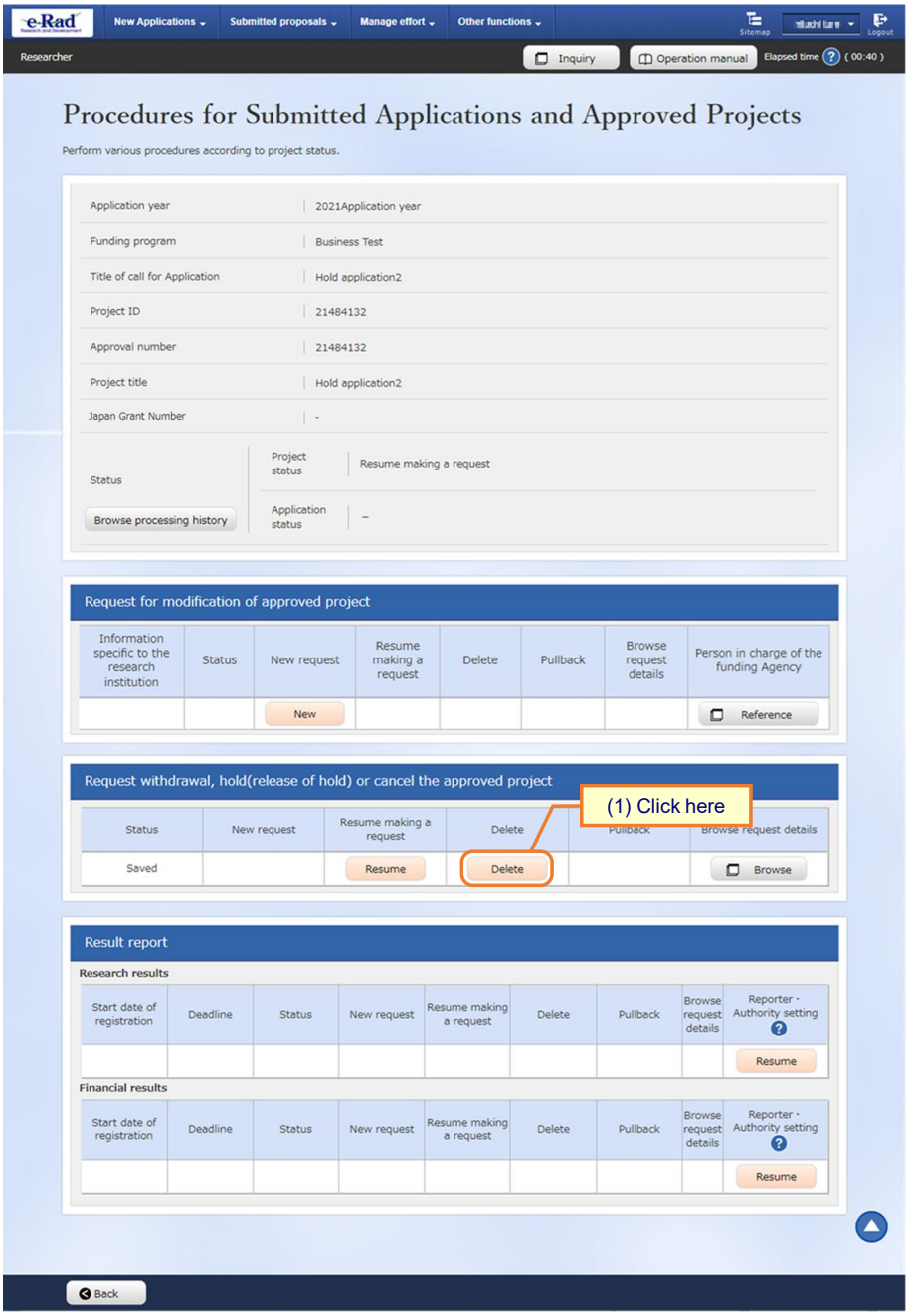
The search results are displayed.



(3) Click the "List" button 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.



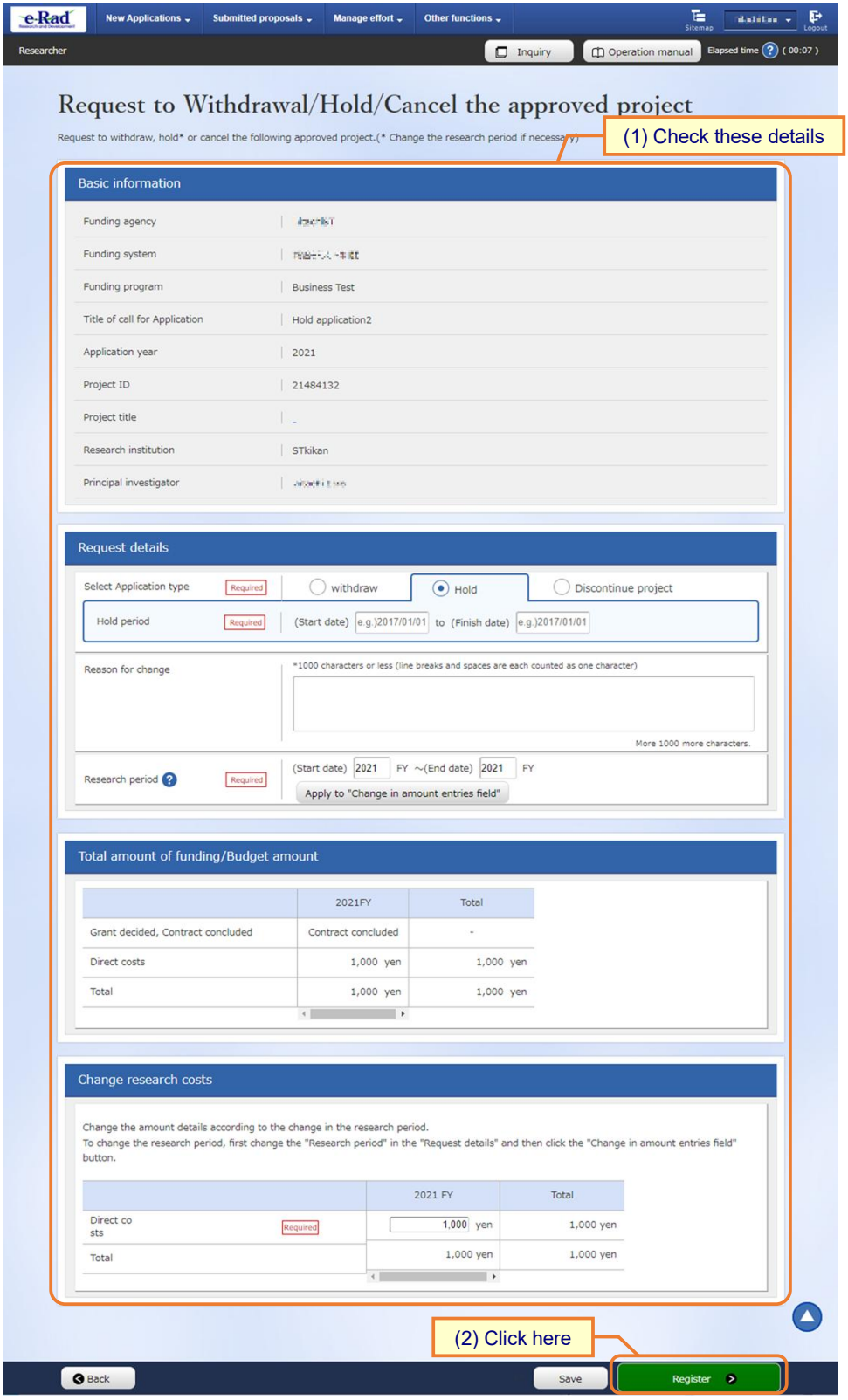
(1) Click the "Delete" button under "Request withdrawal, hold (release of hold) or cancel the approval project".

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

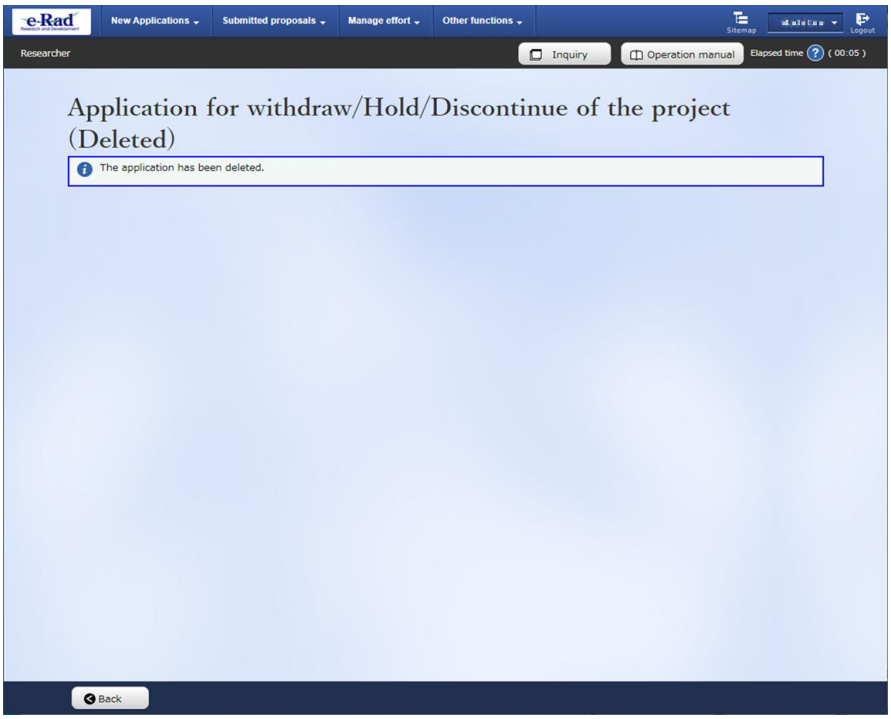


(1) Check the details.

(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.