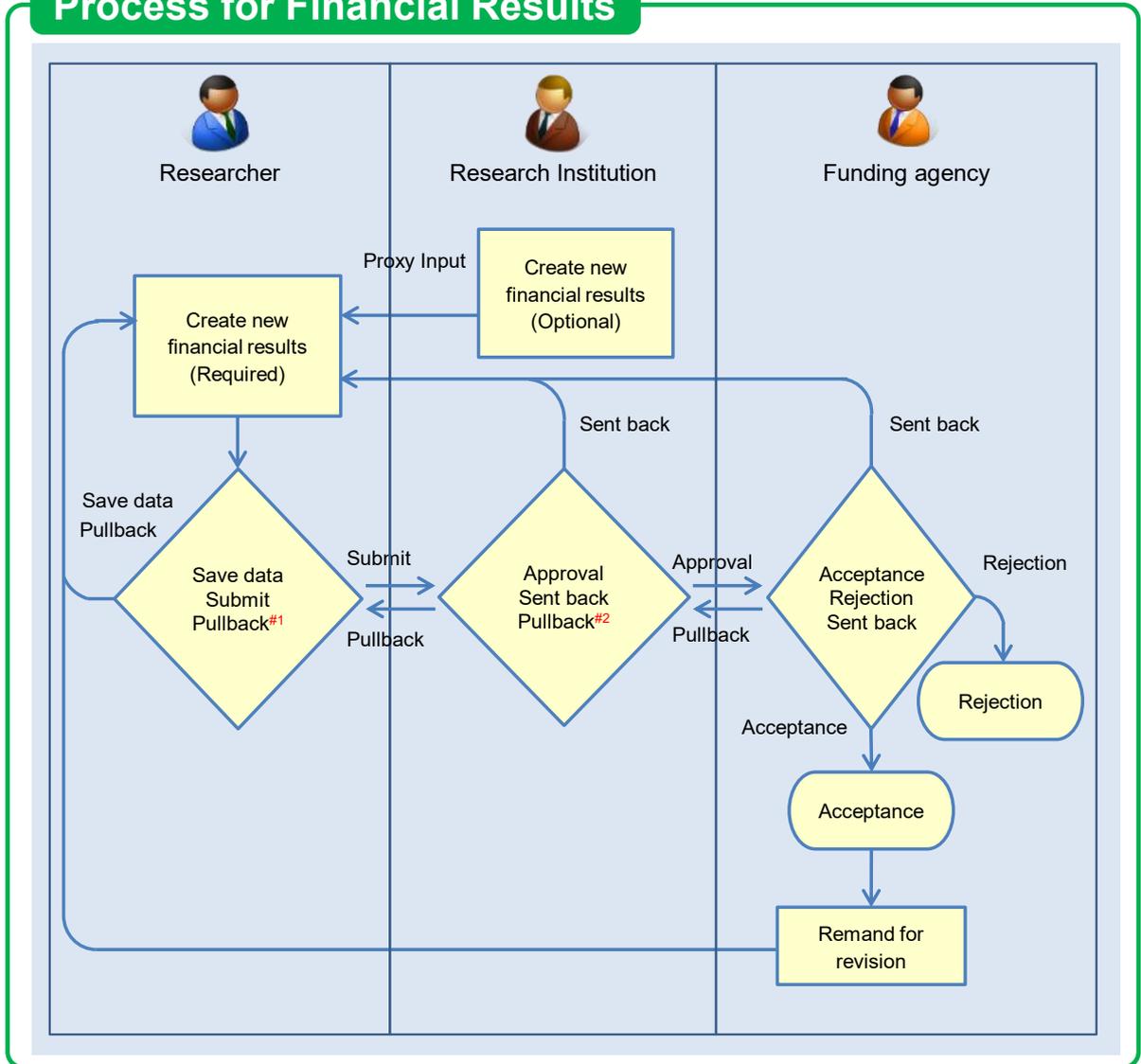


## 5. Financial Results

### About Financial Results

You can register income and expenses for each project and submit these details to the Funding agency in a report on income and expenses.

### Process for Financial Results



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

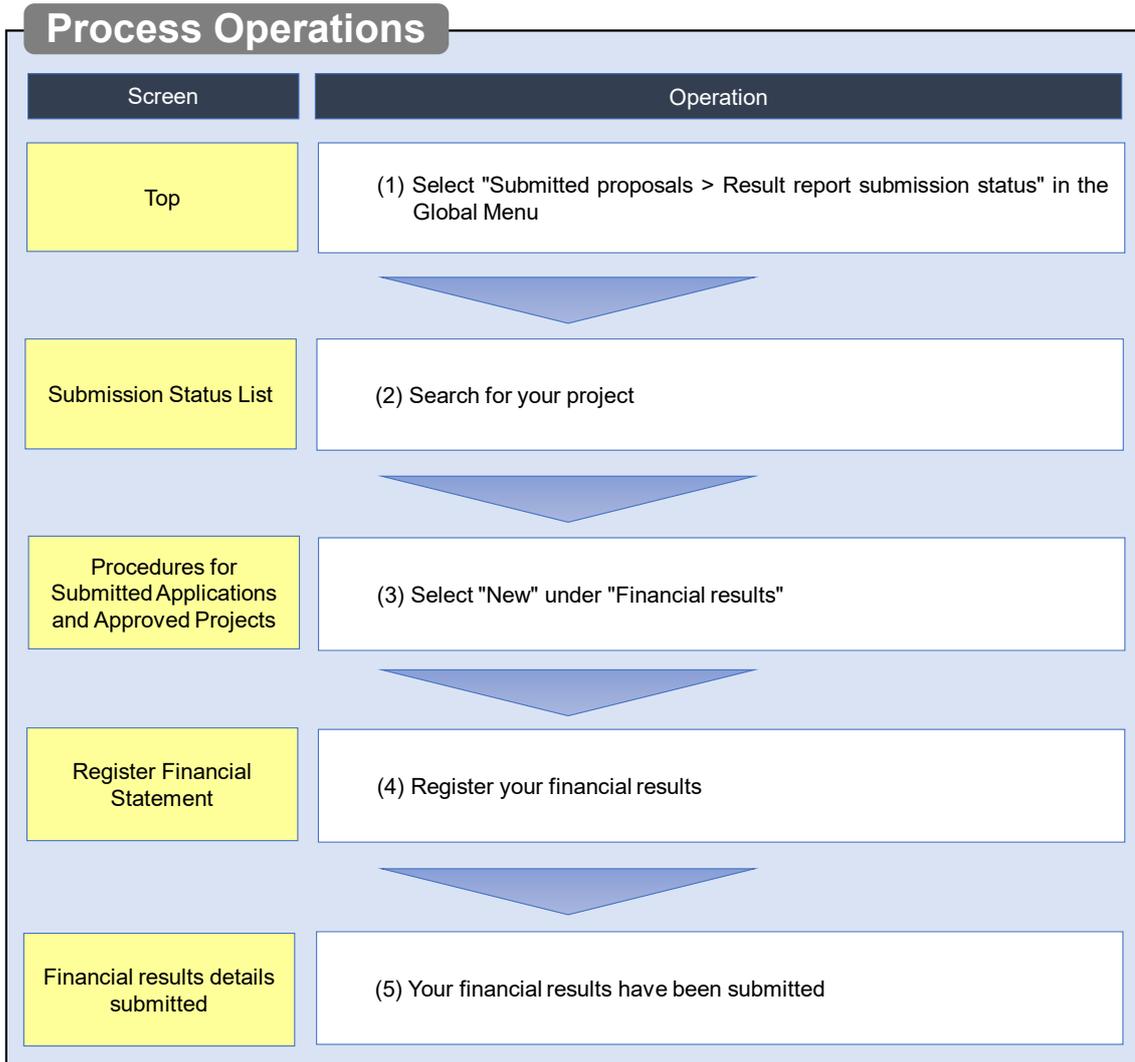
#2. You can pull back until accepted by Funding agency

## Basic Operations

- **Create new financial results**  
Create new financial results.  
→ "[5.1 Creating New Financial Results](#)"
  
- **Resume saved input**  
You can register financial results based on input details that you have saved or details created by the administrative manager.  
→ "[5.2 Resuming Saved Input](#)"
  
- **Check registered details**  
You can check the details of your financial results after registering them.  
→ "[5.3 Checking Registered Details](#)"
  
- **Registering the report members**  
You can register the results' report members and set the right of viewing/editing.  
→ "[5.4 Registering The Report Members](#)"
  
- **Pulling back financial results**  
You can pull back financial results that you have submitted.  
→ "[5.5 Pulling Back Financial Results](#)"
  
- **Delete financial results**  
You can delete financial results.  
→ "[5.6 Deleting Financial Results](#)"
  
- **Import financial results**  
You can register financial results in union.  
→ "[5.7 Importing Financial Results](#)"

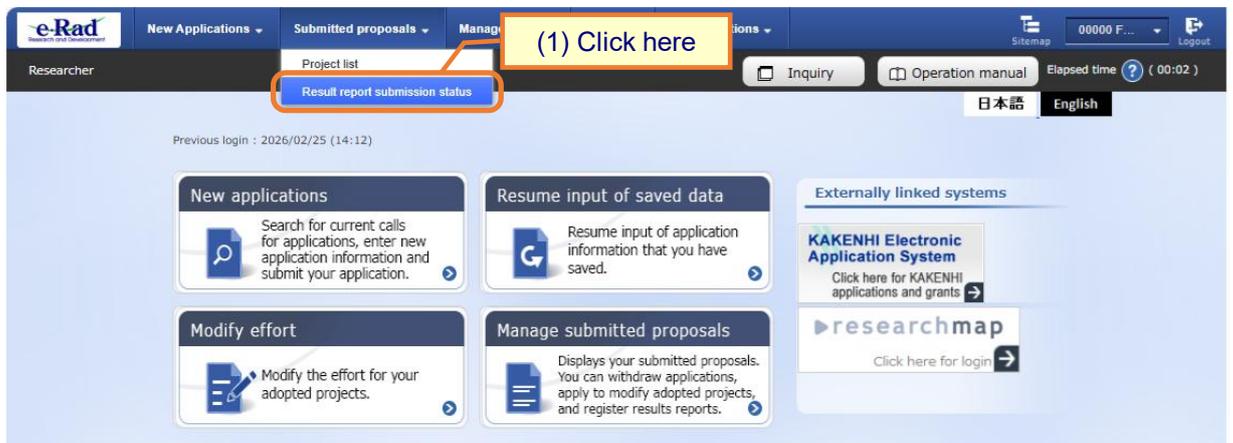
## 5.1 Creating New Financial Results

This section explains how to create new financial results.



# Instructions

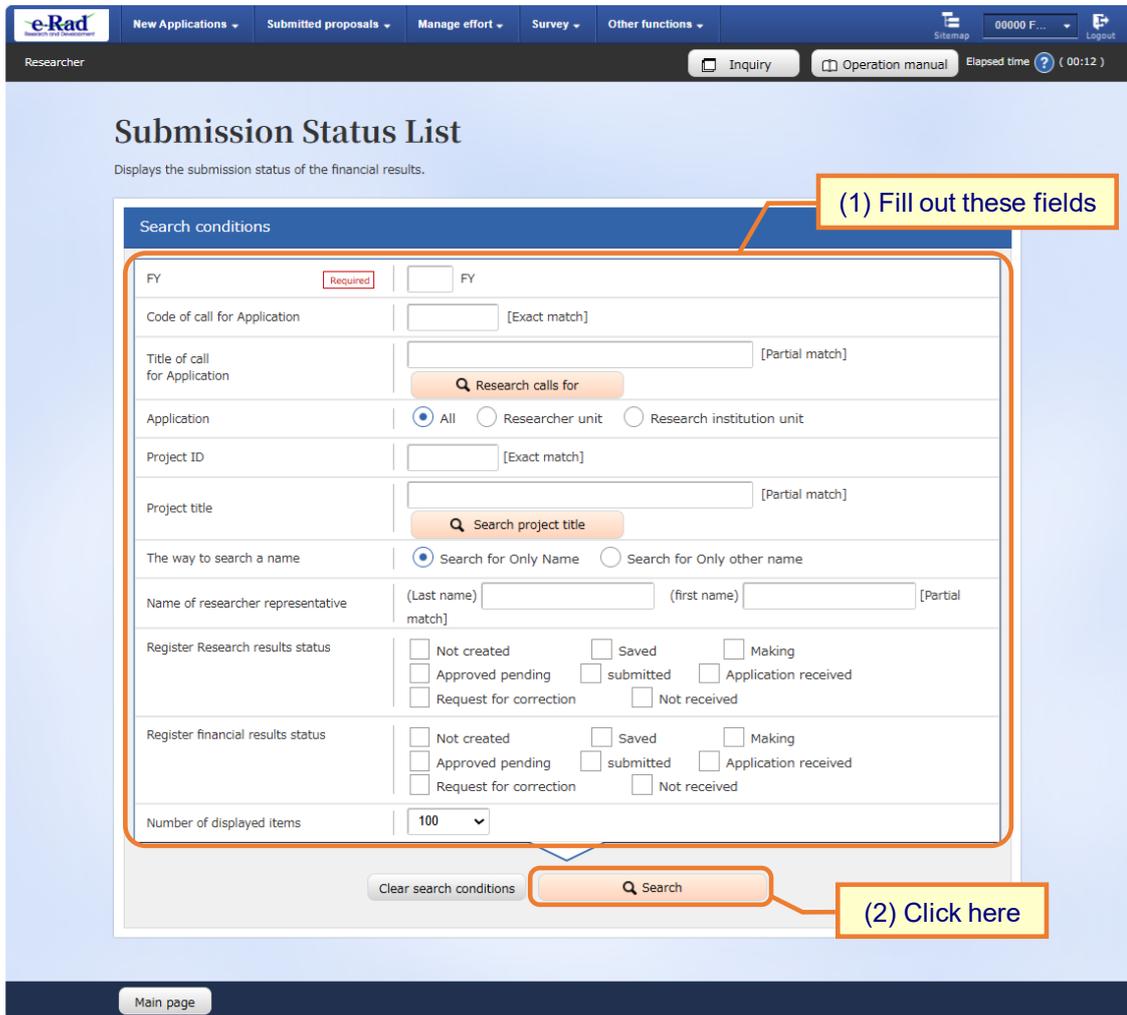
## (1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

**(2) Search for your project**

The [Submission Status List] screen is displayed.



(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry	Submission status	
				Project name	Name of researcher representative			Status	Registered date
2021		Research results application1	Researcher unit	21484137	STkikan	Name only	<a href="#">Research results</a> <a href="#">Financial results</a>	Not created	2022/03/04 10:41

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button under "Edit/Inquiry".

**Note** Financial results PDF batchdownload

- Click on the "Financial results PDF batchdownload" link to download the results submission status list of search results that all projects' financial results are displayed in the results in a PDF file at once. Downloading is possible from "Others> Processing result list" in the global menu.

**Note** Download search results (Financial results)

- Click the "Download search results (Financial results)" link to search the results submission status list. You can download the results in CSV format. Downloading is possible from "Others> Processing result list" in the global menu.



**Note**

Status

- Status for managing financial results submission status.

■ Status for each status

Status	Condition
Unregistered	• Financial information is not registered.
Temporarily saved	• Financial results are temporarily saved.
Under reporter processing	• State after submitting financial results and withdrawing or sending back.
Processing research institute	• Submit financial results and wait for research institution approval.
Funding agency processing	• Financial results submitted and approved by research institution.
Accepted	• The financial results are accepted by the Funding agency.
Requesting revision	• Request for correction after the Funding agency has accepted the financial results.
Unacceptable	• State in which the Funding agency has rejected the financial results.
—	• If you are not participating in a research organization. • When the conditions for submitting financial results are not set.
(Report unrequired)	• In the condition of submitting financial results, the necessity of reporting is "unnecessary".

**(3) Select "New" under "Financial results"**

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



(1) Click the "New" button under "Financial results".



**Note**

Registering new results

- The "New" button is displayed when the Funding agency has completed setting the submission conditions for financial results. In addition, even if the submission condition settings have been completed, it will not be displayed if submission is not required.

**(4) Enter your financial results**

**(a) For grants**

The [Register Financial Statement (subsidies)] screen is displayed.

(1) Input the details.

(2) Click the "Register" button.



**Note**

Subsidies/Contract research

- The items to be filled out in the financial results differ depending on whether the funding for the project is subsidies or contract research.

**(b) For contract research**

The [Register financial results (contract research)] screen is displayed.

Register financial results(contract research)

Register annual financial reports.

Publish to Funding agency  Publish  Do not publish

Annual financial reports

Settlements  
(1) Basic information of the project

FY	2022.01.01
Funding agency	科学技術振興機構
Funding system	競争的資金
Funding program	科学研究費助成事業
Title of call for Application	科学研究費助成事業
Project ID	21484134
Project name	科学研究費助成事業

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen	0 yen
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	0 yen

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes

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

More 1000 more characters.

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STkikan - 科学技術振興機構 - renkeishoku1

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen	0 yen
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	0 yen

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

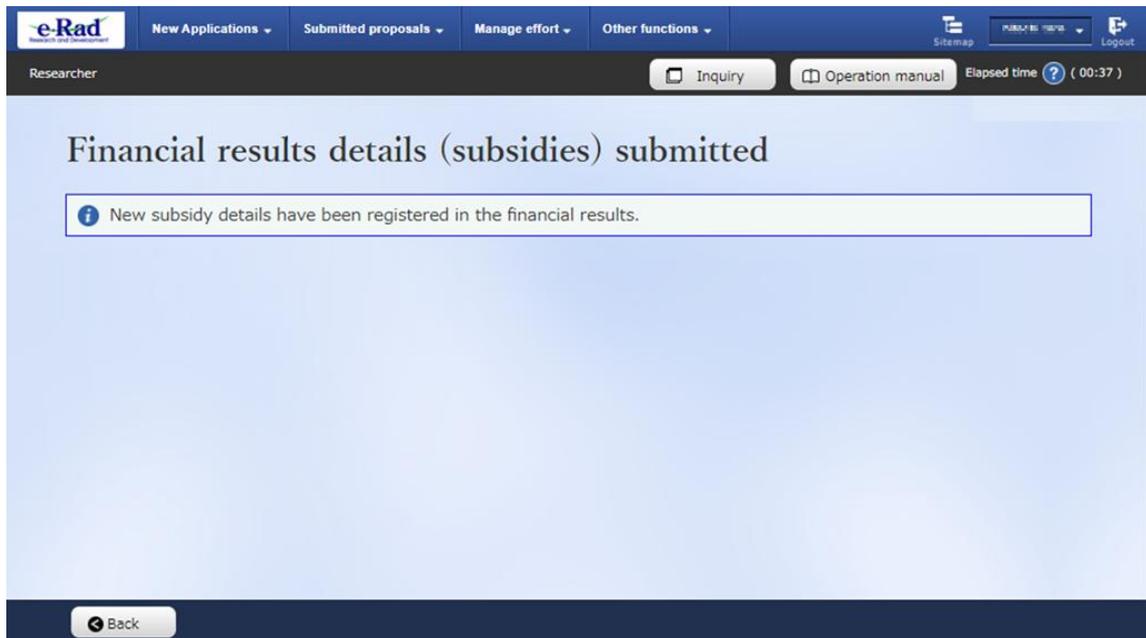
Back Save Preview annual financial Import Register

(1) Input the details.

(2) Click the "Register" button.

**(5) Your financial results have been submitted****(a) For subsidies**

The [Financial results details (subsidies) submitted] screen is displayed.

**(b) For contract research**

The [Financial results details (contract research) submitted ] screen is displayed.

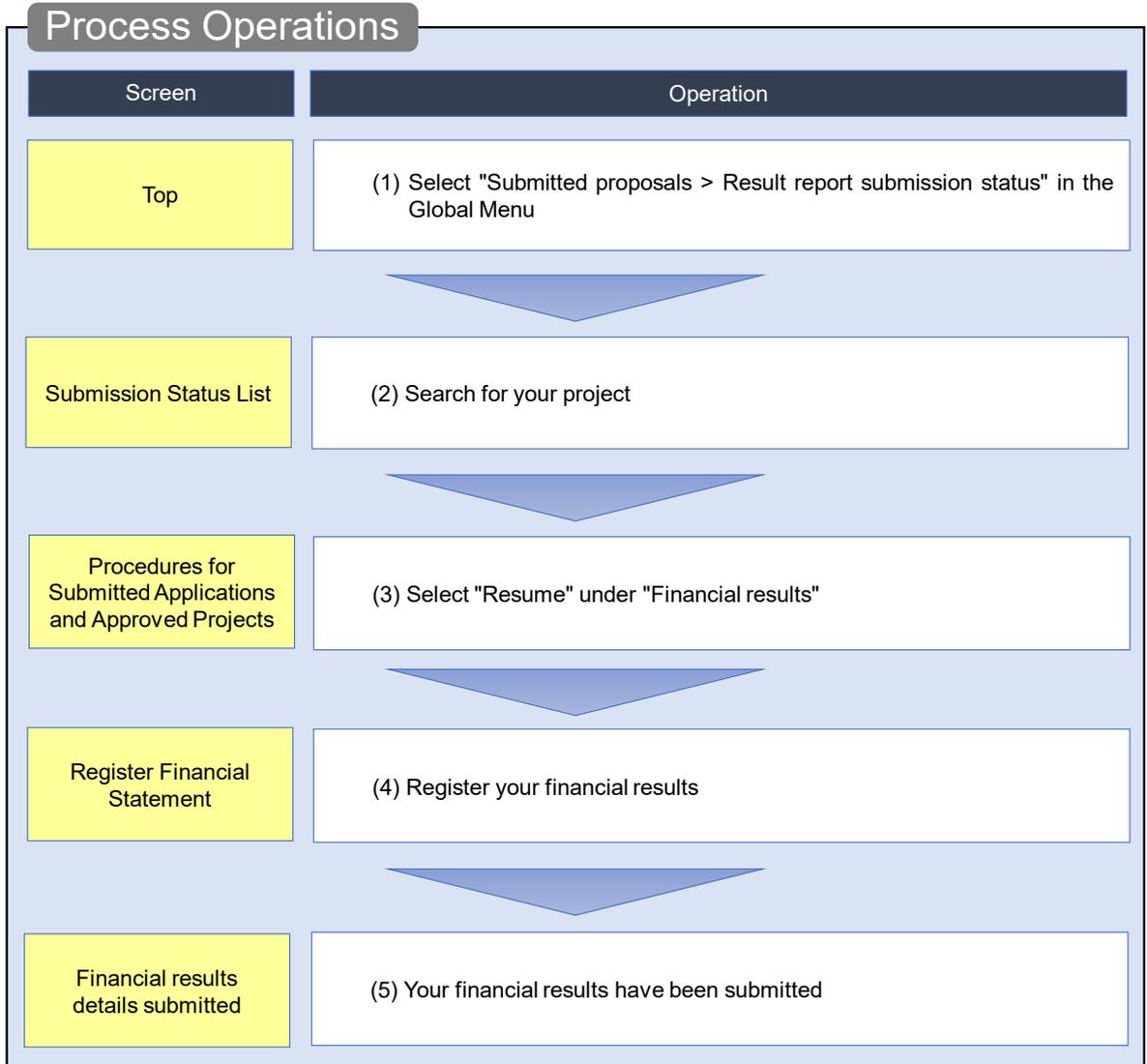


Your registered financial results are submitted to your research institution. Once approved by the research institution's representative, it will be submitted to the Funding agency.

This completes the procedure for submitting a financial results report.

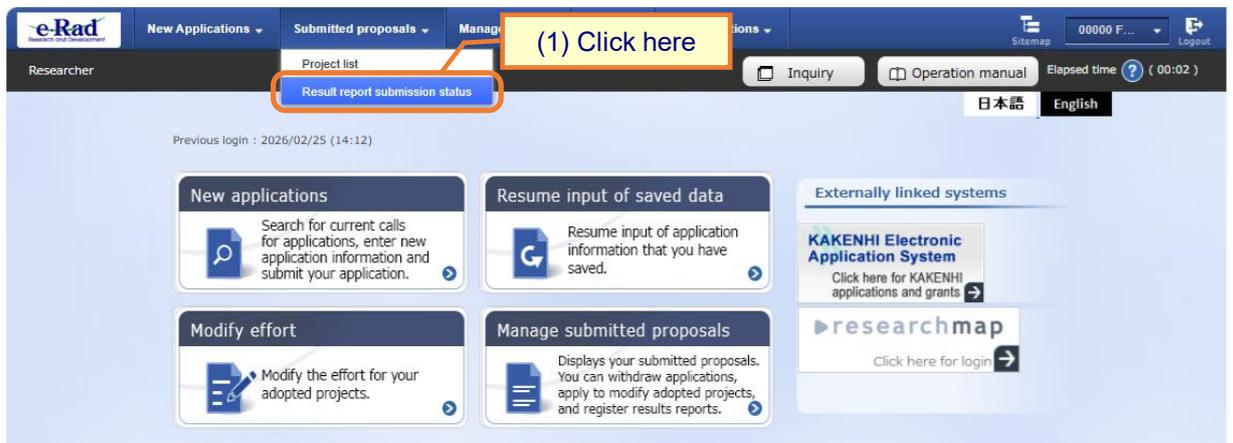
## 5.2 Resuming Saved Input

This section explains how to register financial results based on input details that you have saved or details created by the administrative manager.



## Instructions

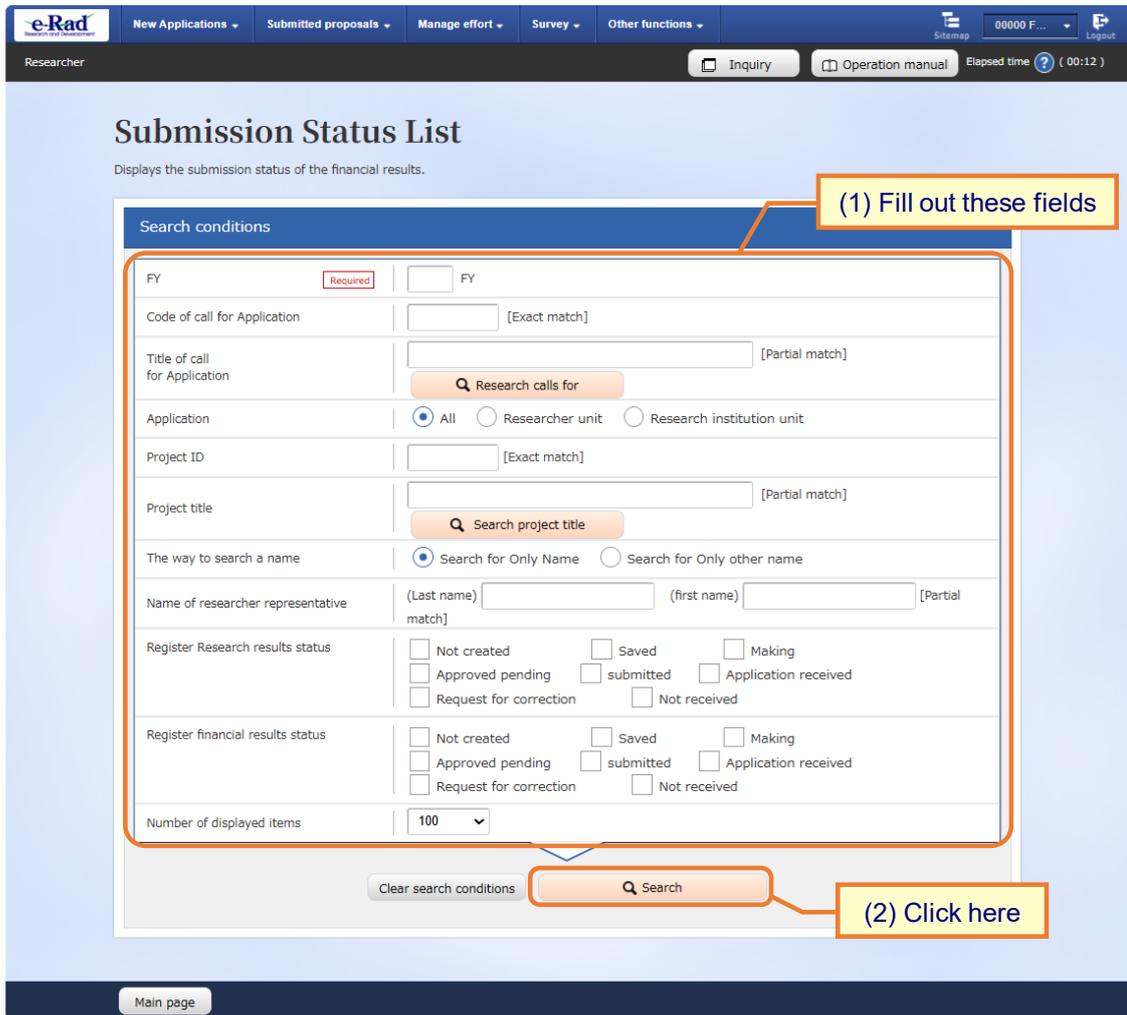
### (1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

**(2) Search for your project**

The [Submission Status List] screen is displayed.



(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

[Research results PDF batchdownload](#)  
[Financial results PDF batchdownload](#)  
[Download search results\(Research results\)](#)  
[Download search results\(Financial results\)](#)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry	Submission status	
				Project name	Name of researcher representative			Status	Registered date
2021	STKikan	Research results application1	Researcher unit	21484137	STkikan	Name only	<input type="button" value="Research results"/> <input type="button" value="Financial results"/>	Not created	
				Research results application1	STkikan			Awaiting approval	2022/03/04 10:41

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button under "Edit/Inquiry".

See "5.1 Creating New Financial Results (2) Search for your project" for details on "Financial results PDF batchdownload" and "Download search results (Financial results)".

**(3) Select "Resume" under "Financial results"**

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

The screenshot displays the 'Procedures for Submitted Applications and Approved Projects' screen. At the top, there is a navigation bar with the e-Rad logo and several menu items: 'New Applications', 'Submitted proposals', 'Manage effort', 'Survey', and 'Other functions'. Below the navigation bar, there is a search bar and a 'Researcher' label. The main content area is titled 'Procedures for Submitted Applications and Approved Projects' and includes a sub-header 'Perform various procedures according to project status.' Below this, there is a search form with fields for 'Application year', 'Funding program', 'Title of call for Application', 'Project ID', 'Approval number', 'Project title', and 'Japan Grant Number'. There are also buttons for 'Project status' (with 'Ask for modification' next to it) and 'Application status'. A 'Browse processing history' button is also present. Below the search form, there are three main sections: 'Request for modification of approved project', 'Request withdrawal, hold(release of hold) or cancel the approved project', and 'Result report'. The 'Result report' section is divided into 'Research results' and 'Financial results'. The 'Financial results' table has columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Reporter - Authority setting'. A yellow callout box with the text '(1) Click here' points to the 'Resume' button in the 'Resume making a request' column of the 'Financial results' table. A 'Back' button is located at the bottom left of the screen.

(1) Click the "Resume" button of the financial results.

**(4) Enter your financial results**

**(a) For subsidies**

The [Register Financial Statement (subsidies)] screen is displayed.

**Register Financial Statement (subsidies)**  
Create financial statements.

Publish to Funding agency  Publish  Do not publish

**Financial statements -**

(1) Basic information of the project

FY	2020
Funding agency	Ministry of Education, Culture, Sports, Science and Technology
Funding system	Researcher's Grant
Funding program	Researcher's Grant
Title of call for Application	Researcher's Grant
Project ID	00000000
Project name	Researcher's Grant

Total grant amount			Actual direct expenditures	Actual indirect costs
Total(a+b)	Total grant amount - Direct costs(a)	Total grant amount - Indirect costs(b)		
0 yen	0 yen	0 yen	0 yen	0 yen

Accounts for each cost

	Actual direct expenditures				Total
	Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others	
Amount decided to be grant	0 yen	0 yen	0 yen	0 yen	
test	0 yen	0 yen	0 yen	0 yen	

Income  Grant  Own funds  Others

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

(2) Accounts for each grant recipient (researcher / research institution)

Principal investigators and co-investigators (kenkyu-buntansha)			Direct costs		Actual indirect expenditures / transferred
Research Institution / Department / position	Researcher name	Researcher number	Subsidies written in grant-in-aid application	Actual Expenditures	
	40803 名 3987	40803987	0 yen	0 yen	0 yen
Total	1 people		0 yen	0 yen	0 yen

Buttons: Back, Save, Preview financial statement, Import, Register

(1) Enter the details.

(2) Click the "Register" button.

The rest of this process is the same as "(4) Enter your financial results" of "5.1 Creating New Financial Results".

**(b) For contract research**

The [Register financial results (contract research)] screen is displayed.

**Register financial results(contract research)**  
Register annual financial reports.

Publish to Funding agency  Publish  Do not publish

**Annual financial reports**

Settlements  
(1) Basic information of the project

FY	2021FY
Funding agency	財務省
Funding system	競争的資金
Funding program	Business Test
Title of call for Application	Financial results application2
Project ID	21484135
Project name	Financial results application2

**Financial statements - Expenditures**

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Other
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

**Financial statements - Income**

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STkikan・テスト

**Financial statements - Expenditures**

	Total	Direct costs			
		Equipment and supplies costs <input type="text"/>	Personnel expenses/Honoraria <input type="text"/>	Travel expenses <input type="text"/>	Other <input type="text"/>
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/>
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/>
Allocated amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/>

**Financial statements - Income**

	Total	Amount of contract <input type="text"/>	Self-paid portion <input type="text"/>	Others <input type="text"/>
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

Back Save Preview annual financial Import Register

(1) Enter the details.

(2) Click the "Register" button.

The rest of this process is the same as "(4) Enter your financial results" of "5.1 Creating New Financial Results".

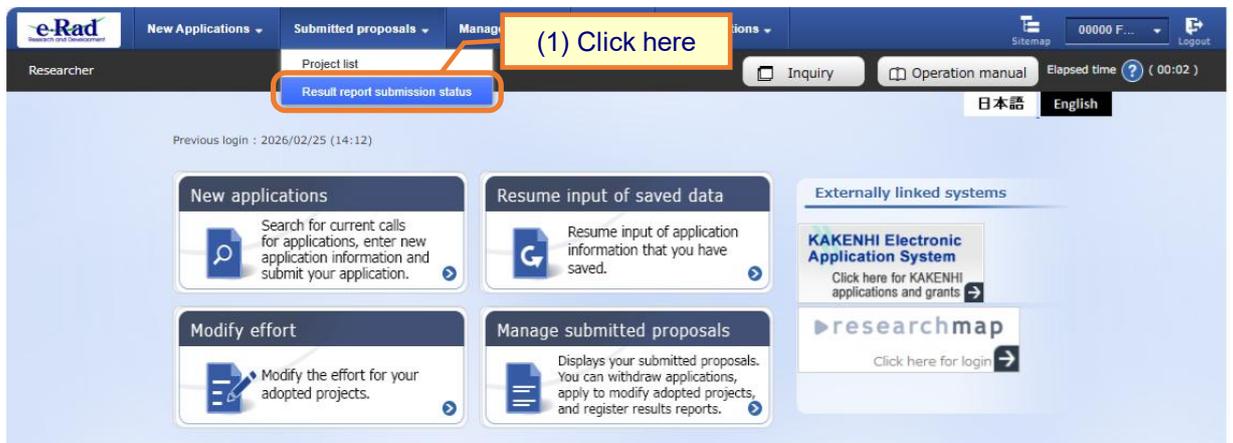
## 5.3 Checking Registered Details

This section explains how to check the details of financial results after they are registered.



# Instructions

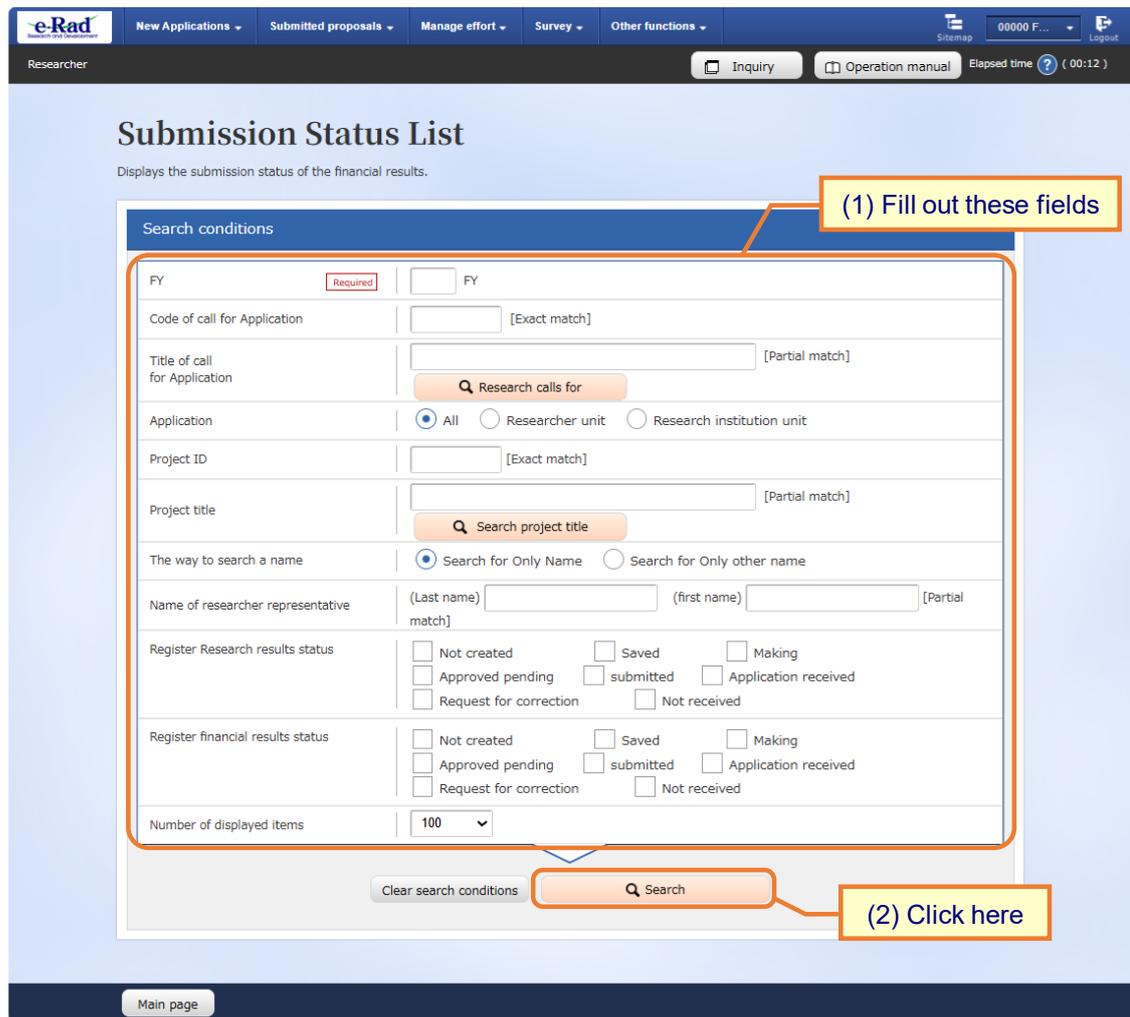
## (1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

**(2) Search for your project**

The [Submission Status List] screen is displayed.



(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

[Research results PDF batchdownload](#)  
[Financial results PDF batchdownload](#)  
[Download search results\(Research results\)](#)  
[Download search results\(Financial results\)](#)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry	Submission status	
				Project name	Name of researcher representative			Status	Registered date
2021	Research results app	Research results app	Researcher unit	21484137	STkikan	Name on ly	<input type="button" value="Research results"/> <input type="button" value="Financial results"/>	Not created	
				Research results a	pplication1			Awaiting approval	2022/03/04 10:41

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button under "Edit/Inquiry".

See "5.1 Creating New Financial Results (2) Search for your project" for details on "Financial results PDF batchdownload" and "Download search results (Financial results)".

**(3) Select "Browse" under "Financial results"**

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

The screenshot shows the e-Rad web application interface. At the top, there is a navigation bar with the e-Rad logo and several menu items: 'New Applications', 'Submitted proposals', 'Manage effort', 'Survey', and 'Other functions'. Below the navigation bar, there is a header section titled 'Procedures for Submitted Applications and Approved Projects'. This section contains a form for entering project details such as 'Application year', 'Funding program', 'Title of call for Application', 'Project ID', 'Approval number', 'Project title', and 'Japan Grant Number'. Below the form, there are two sections: 'Request for modification of approved project' and 'Request withdrawal, hold(release of hold) or cancel the approved project'. The 'Request withdrawal...' section has a 'New' button. The 'Result report' section is divided into 'Research results' and 'Financial results'. The 'Financial results' table has columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Reporter - Authority setting'. A 'Browse' button is highlighted in the 'Browse request details' column of the 'Financial results' table, with a callout box that says '(1) Click here'.

(1) Click the "Browse" button under "Financial results".

**⚠ Caution** Possible range of browse

If the research sharer is not authorized to edit and browse, the button will not be displayed until the financial results are registered.

**(4) Check Financial Results**

**(a) For subsidies**

The [Reference registered financial results details (subsidies)] screen is displayed.

Researcher Inquiry Operation manual Elapsed time ( 00:02 )

### Reference registered financial results details (subsidies)

Refer to the registered details of financial statements.

Publish to Funding agency  Required  Publish  Do not publish

**(1) Check these details**

**Financial statements -**

(1) Basic information of the project

FY	2024.4
Funding agency	Japan Science and Technology Agency
Funding system	Research Project Funding System
Funding program	Research Project Funding
Title of call for Application	Research Project Funding
Project ID	2024-001
Project name	Research Project Funding

Total grant amount			Actual direct expenditures	Actual indirect costs
Total(a+b)	Total grant amount - Direct costs(a)	Total grant amount - Indirect costs(b)		
4,000,000 yen	4,000,000 yen	0 yen	1,600,000 yen	1,200,000 yen

Accounts for each cost

	Actual direct expenditures					Total
	Equipment and supplies costs <input checked="" type="radio"/> Required	Personnel expenses/Honoraria <input checked="" type="radio"/> Required	Travel expenses <input checked="" type="radio"/> Required	Others <input checked="" type="radio"/> Required		
Amount decided to be grant	3,000,000 yen	200,000 yen	200,000 yen	600,000 yen		4,000,000 yen
test	73,260 yen	648,000 yen	0 yen	878,740 yen		1,600,000 yen

Income  Required

Grant	5,200,000 yen	Own funds	0 yen	Others	0 yen
-------	---------------	-----------	-------	--------	-------

Notes

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

More 1000 more characters.

(2) Accounts for each grant recipient (researcher / research institution)

Principal investigators and co-investigators (kenkyu-buntansha)			Direct costs		Actual indirect expenditures / transferred <input checked="" type="radio"/> Required
Research Institution / Department / position	Researcher name	Researcher number	Subsidies written in grant-in-aid application <input checked="" type="radio"/> Required	Actual Expenditures <input checked="" type="radio"/> Required	
			4,000,000 yen	1,600,000 yen	1,200,000 yen
Total		1 people	4,000,000 yen	1,600,000 yen	1,200,000 yen

**(2) Click here**

Close

(1) Check the details.

(2) Click the "Close" button to close the window.

**(b) For contract research**

The [Reference registered financial results details (contract research)] screen is displayed.

**Reference registered financial results details (contract research)**

Refer to the registered details of annual financial reports.

Publish to Funding agency  **Required** | Publish  Do not publish

**(1) Check these details**

**Annual financial reports**

Settlements  
(1) Basic information of the project

FY	2024 *
Funding agency	Tokyo Foundation and Technology Agency
Funding system	研究費助成事業(共同研究等)競争的資金募集
Funding program	研究費助成事業
Title of call for Application	研究費助成事業(共同研究等)競争的資金募集
Project ID	2024000000
Project name	研究費助成事業

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Other
Amount of contract	2,449,720 yen	1,396,000 yen	144,000 yen	0 yen	
Financial results	2,633,605 yen	1,393,886 yen	462,000 yen	0 yen	
Allocated amount of contract	2,581,823 yen	1,393,886 yen	410,218 yen	0 yen	

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	2,449,720 yen	2,449,720 yen	0 yen	0 yen
Financial results	2,633,605 yen	2,581,823 yen	51,782 yen	0 yen

Notes ? \*1000 characters or less (line breaks and spaces are each counted as one character)  
決算額に前年度からの繰越額132,103円を含む。  
More 975 more characters.

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs <b>Required</b>	Personnel expenses/Honoraria <b>Required</b>	Travel expenses <b>Required</b>	Other <b>Required</b>
Amount of contract	2,449,720 yen	1,396,000 yen	144,000 yen	0 yen	
Financial results	2,633,605 yen	1,393,886 yen	462,000 yen	0 yen	
Allocated amount of contract	2,581,823 yen	1,393,886 yen	410,218 yen	0 yen	

Financial statements - Income

	Total	Amount of contract <b>Required</b>	Self-paid portion <b>Required</b>	Others <b>Required</b>
Amount of contract	2,449,720 yen	2,449,720 yen	0 yen	0 yen
Financial results	2,633,605 yen	2,581,823 yen	51,782 yen	0 yen

**(2) Click here**

Close

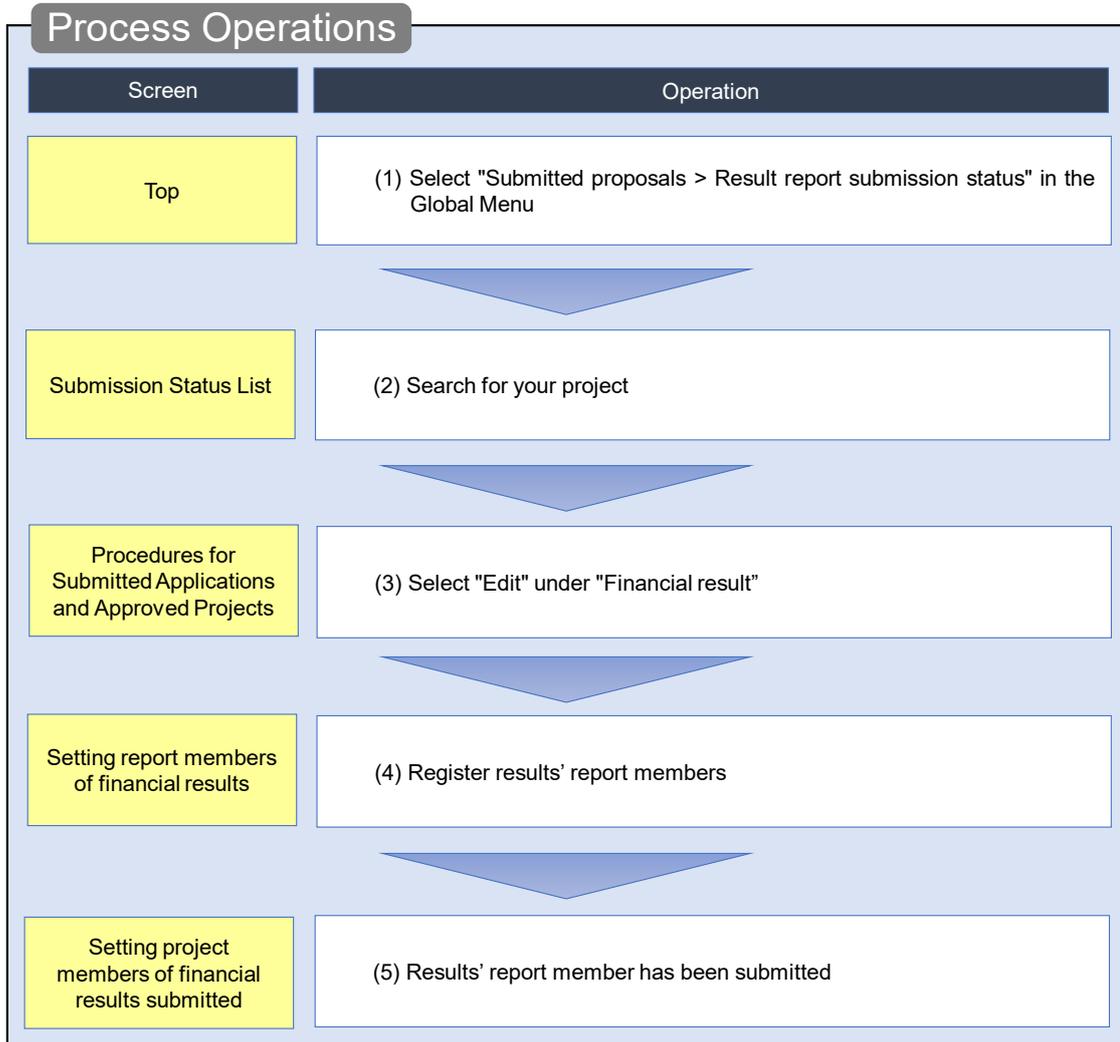
(1) Check the details.

(2) Click the "Close" button to close the window.

This completes the procedure for financial results reference.

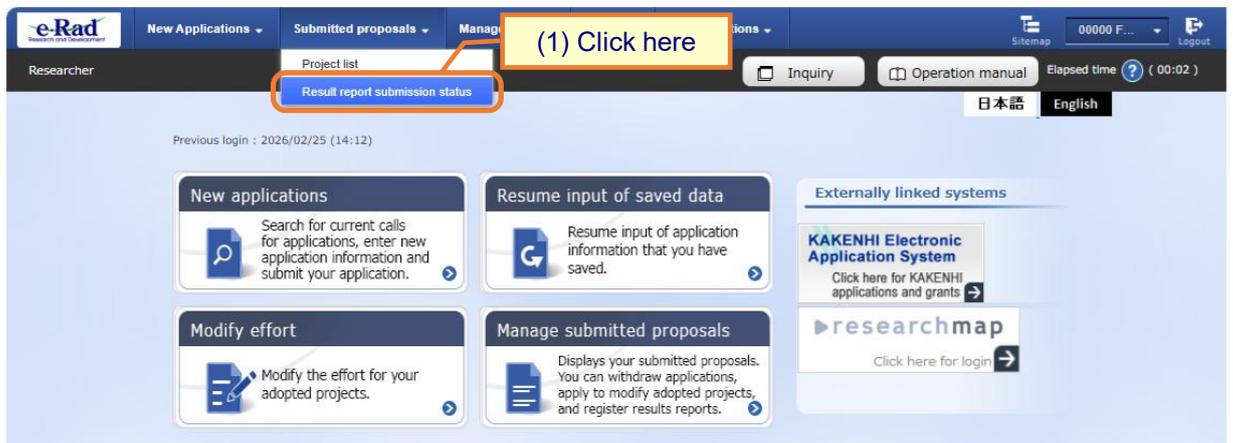
## 5.4 Registering The Report Members

This section explains how to register the results' report members and set the right of viewing/editing.



## Instructions

### (1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

## (2) Search for your project

The [Submission Status List] screen is displayed.

The screenshot shows the 'Submission Status List' search interface. A blue header bar contains the eRad logo and navigation menus: 'New Applications', 'Submitted proposals', 'Manage effort', 'Survey', and 'Other functions'. On the right, it shows '00000 F...', 'Logout', 'Inquiry', 'Operation manual', and 'Elapsed time (00:12)'. The main content area is titled 'Submission Status List' with a subtitle 'Displays the submission status of the financial results.' Below this is a 'Search conditions' form. A yellow callout box labeled '(1) Fill out these fields' points to the search input fields. A second yellow callout box labeled '(2) Click here' points to the 'Search' button. The form includes fields for 'FY' (marked 'Required'), 'Code of call for Application' (Exact match), 'Title of call for Application' (Partial match), 'Application' (radio buttons for All, Researcher unit, Research institution unit), 'Project ID' (Exact match), 'Project title' (Partial match), 'The way to search a name' (radio buttons for Search for Only Name, Search for Only other name), 'Name of researcher representative' (Last name and first name, Partial match), 'Register Research results status' (checkboxes for Not created, Saved, Making, Approved pending, submitted, Application received, Request for correction, Not received), 'Register financial results status' (checkboxes for Not created, Saved, Making, Approved pending, submitted, Application received, Request for correction, Not received), and 'Number of displayed items' (dropdown menu set to 100). At the bottom of the form are 'Clear search conditions' and 'Search' buttons.

(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

[Research results PDF batchdownload](#)  
[Financial results PDF batchdownload](#)  
[Download search results\(Research results\)](#)  
[Download search results\(Financial results\)](#)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry	Submission status	
				Project name	Name of researcher representative			Status	Registered date
2021	Research results app	Research results app	Researcher unit	21484137	STkikan	Name on ly	<input type="button" value="Research results"/> <input type="button" value="Financial results"/>	Not created	
				Research results a	pplication1			Awaiting approval	2022/03/04 10:41

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button under "Edit/Inquiry".

See "5.1 Creating New Financial Results (2) Search for your project" for details on "Financial results PDF batchdownload" and "Download search results (Financial results)".

**(3) Select "Edit" under "Financial results"**

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

The screenshot shows the e-Rad web application interface. At the top, there is a navigation bar with the e-Rad logo and several menu items: 'New Applications', 'Submitted proposals', 'Manage effort', 'Survey', and 'Other functions'. Below the navigation bar, there is a header section with the title 'Procedures for Submitted Applications and Approved Projects' and a subtitle 'Perform various procedures according to project status.' The main content area is divided into several sections. The first section is 'Request for modification of approved project', which contains a table with columns for 'Information specific to the research institution', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Person in charge of the funding Agency'. The second section is 'Request withdrawal, hold(release of hold) or cancel the approved project', which contains a table with columns for 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', and 'Browse request details'. The third section is 'Result report', which is divided into 'Research results' and 'Financial results'. The 'Research results' section contains a table with columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Reporter - Authority setting'. The 'Financial results' section contains a table with columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Reporter - Authority setting', and 'Browse'. In the 'Financial results' table, the 'Edit' button for the first row is highlighted with a red box and labeled '(1) Click here'.

(1) Click the "Edit" button under "Financial results".

## (4) Register results' report members

The [Setting report members of financial results] screen is displayed.

The screenshot displays the 'Setting report members of financial results' interface. At the top, there are navigation tabs: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below these, a 'Project members' section contains a table with the following columns: 'Search researchers', 'Researcher number Birthday Name(age)', 'Research institution Department Position / class', and 'Viewing/editing authority'. A callout box (1) highlights the dropdown menus for 'Research institution' (STkikan) and 'Department' (テスト). Another callout box (2) points to the 'Register' button at the bottom right. The 'Copy report members of research results' button is also visible at the bottom.

(1) Input reporters' information and the right of viewing, editing.

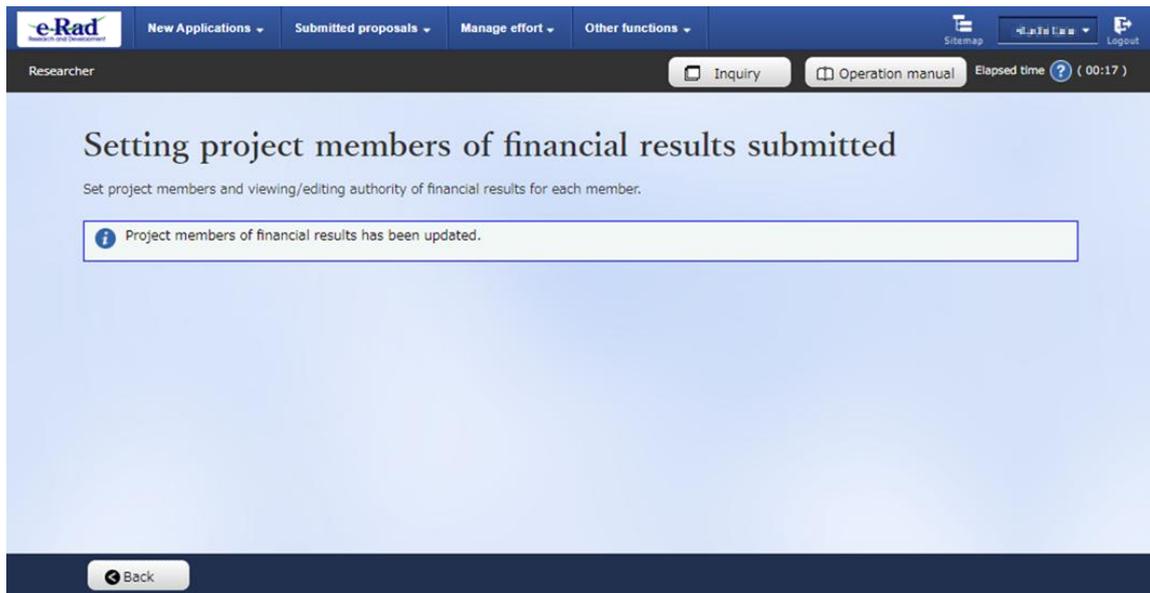
(2) Click the "Register" button.

 **Note** Copy report members of research results

- You can copy information set by research results and about the right of viewing, editing.
- When the research results information and permission setting have been registered, the "Copy report members of research results" button is displayed.

**(5) Results' report member has been submitted**

The [Setting project members of financial results submitted] screen is displayed.



These changes about report members will not be reflected in information about research organizations that participates in the project.

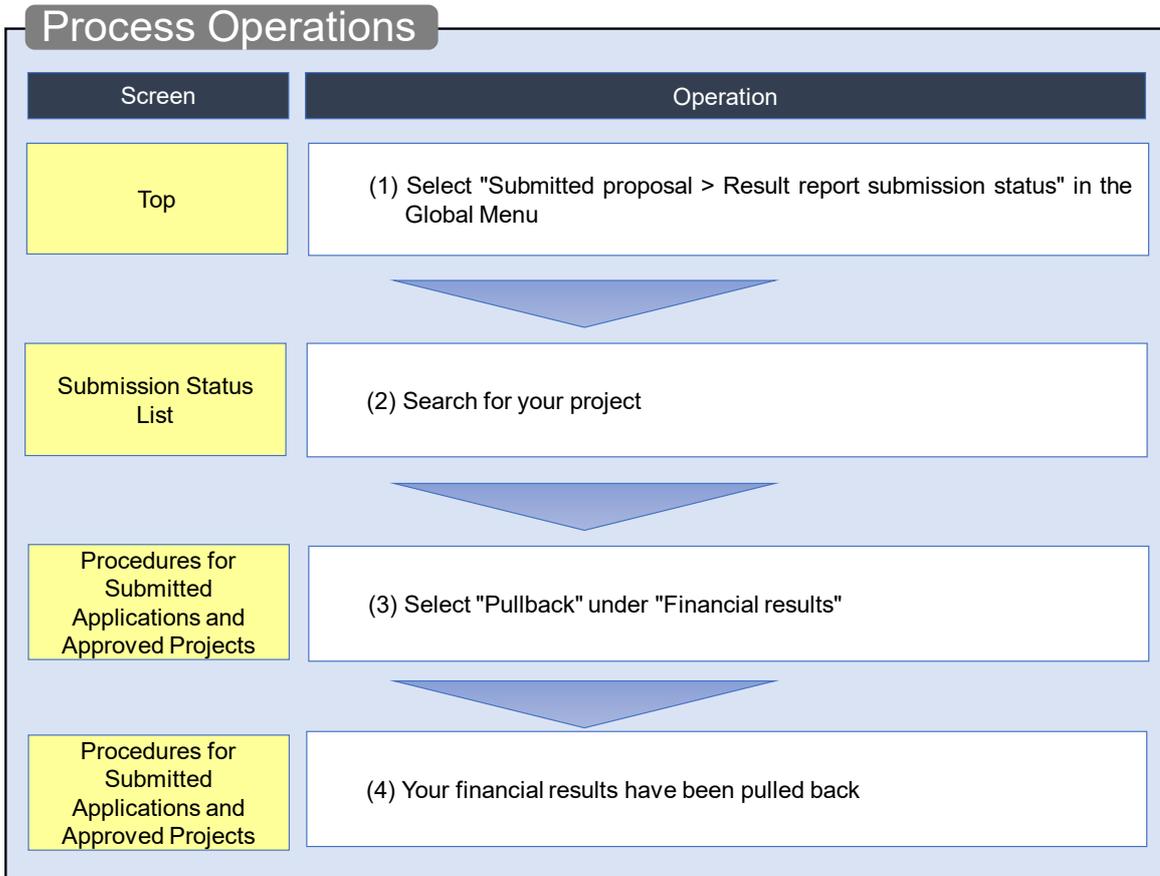
If the information about research organizations that participates in the project have changes, applying for change is required.

See "2. Requests for Changes" for details on applying for change.

This completes the procedure for registering results' report members.

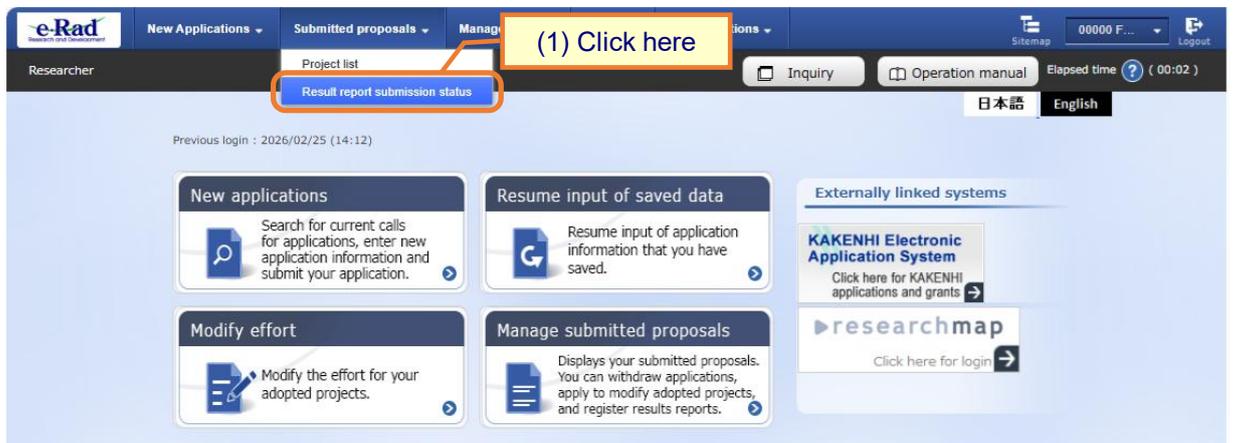
## 5.5 Pulling back Financial Results

This section explains how to pull back registered financial results.



## Instructions

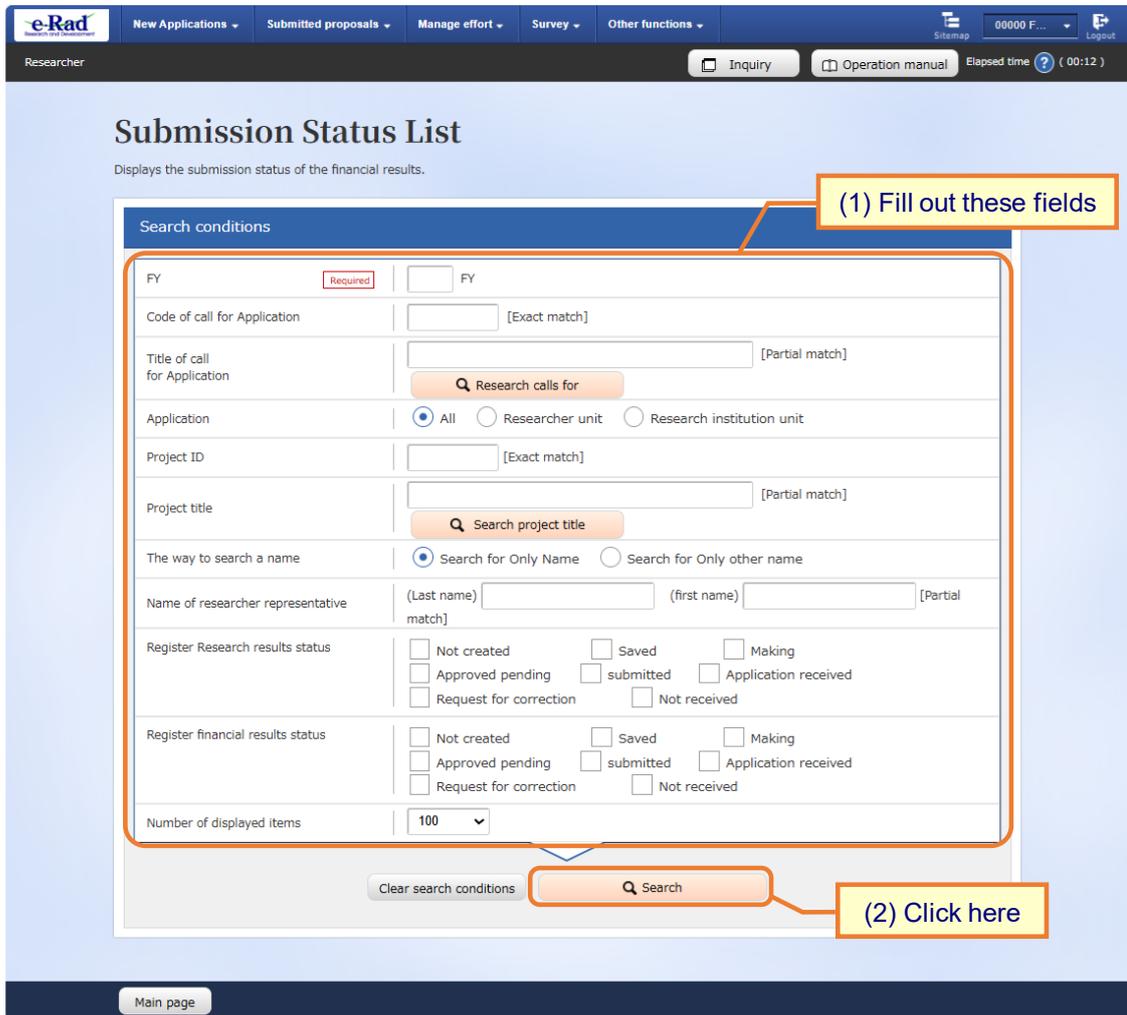
### (1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

**(2) Search for your project**

The [Submission Status List] screen is displayed.



(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

[Research results PDF batchdownload](#)  
[Financial results PDF batchdownload](#)  
[Download search results\(Research results\)](#)  
[Download search results\(Financial results\)](#)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry	Submission status	
				Project name	Name of researcher representative			Status	Registered date
2021	Research results app	Research results application1	Researcher unit	21484137	STkikan	Name on ly	<input type="button" value="Research results"/> <input type="button" value="Financial results"/>	Not created	
				Research results application1	Research results application1			Awaiting approval	2022/03/04 10:41

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button under "Edit/Inquiry".

See "5.1 Creating New Financial Results (2) Search for your project" for details on "Financial results PDF batchdownload" and "Download search results (Financial results)".

**(3) Select "Pullback" under "Financial results"**

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

The screenshot shows the e-Rad web application interface. At the top, there is a navigation bar with the e-Rad logo and several menu items: 'New Applications', 'Submitted proposals', 'Manage effort', 'Survey', and 'Other functions'. Below the navigation bar, there is a header section with the title 'Procedures for Submitted Applications and Approved Projects' and a subtitle 'Perform various procedures according to project status.' The main content area is divided into several sections:

- Request for modification of approved project:** This section contains a table with columns for 'Information specific to the research institution', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Person in charge of the funding Agency'. There is a 'Reference' button at the bottom right.
- Request withdrawal, hold(release of hold) or cancel the approved project:** This section contains a table with columns for 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', and 'Browse request details'. There is a 'New' button in the 'New request' column.
- Result report:** This section is divided into two sub-sections:
  - Research results:** This section contains a table with columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Reporter - Authority setting'. There is a 'New' button in the 'New request' column and an 'Edit' button in the 'Reporter - Authority setting' column.
  - Financial results:** This section contains a table with columns for 'Start date of registration', 'Deadline', 'Status', 'New request', 'Resume making a request', 'Delete', 'Pullback', 'Browse request details', and 'Reporter - Authority setting'. The 'Pullback' button for the first entry is highlighted with a red circle and a callout box that says '(1) Click here'.

At the bottom of the page, there is a 'Back' button.

(1) Click the "Pullback" button.



**Caution**

Possible range of pullback

- If approval of the research representative's institution is required (researcher → research institution → Funding agency), only the financial results before approval by the research institution can be pulled back.
- If approval of the research representative's institution is not required (researcher →Funding agency), only the financial results before accepted by the allocation organization can be pulled back.

**(4) Your financial results have been pulled back**

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

The screenshot shows the e-Rad system interface. At the top, there is a navigation bar with tabs for 'New Applications', 'Submitted proposals', 'Manage effort', 'Survey', and 'Other functions'. A user profile 'Researcher' is visible on the left, and 'Inquiry', 'Operation manual', and 'Elapsed time (00:03)' are on the right. A message box at the top states: 'Processing is complete. Click "Back" to proceed.'

### Procedures for Submitted Applications and Approved Projects

Perform various procedures according to project status.

**Project Details Form:**

- Application year: 2026/01/01 - 2026/03/31
- Funding program: 2026/01/01 - 2026/03/31
- Title of call for Application: 2026/01/01 - 2026/03/31
- Project ID: 20260001
- Approval number: 20260001
- Project title: 2026/01/01 - 2026/03/31
- Japan Grant Number: -
- Status: Project status: Ask for modification; 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
							<input type="checkbox"/> Reference

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

Status	New request	Resume making a request	Delete	Pullback	Browse request details
	<input type="button" value="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
2026/01/01	2027/03/31		<input type="button" value="New"/>					<input type="button" value="Edit"/>

**Financial results**

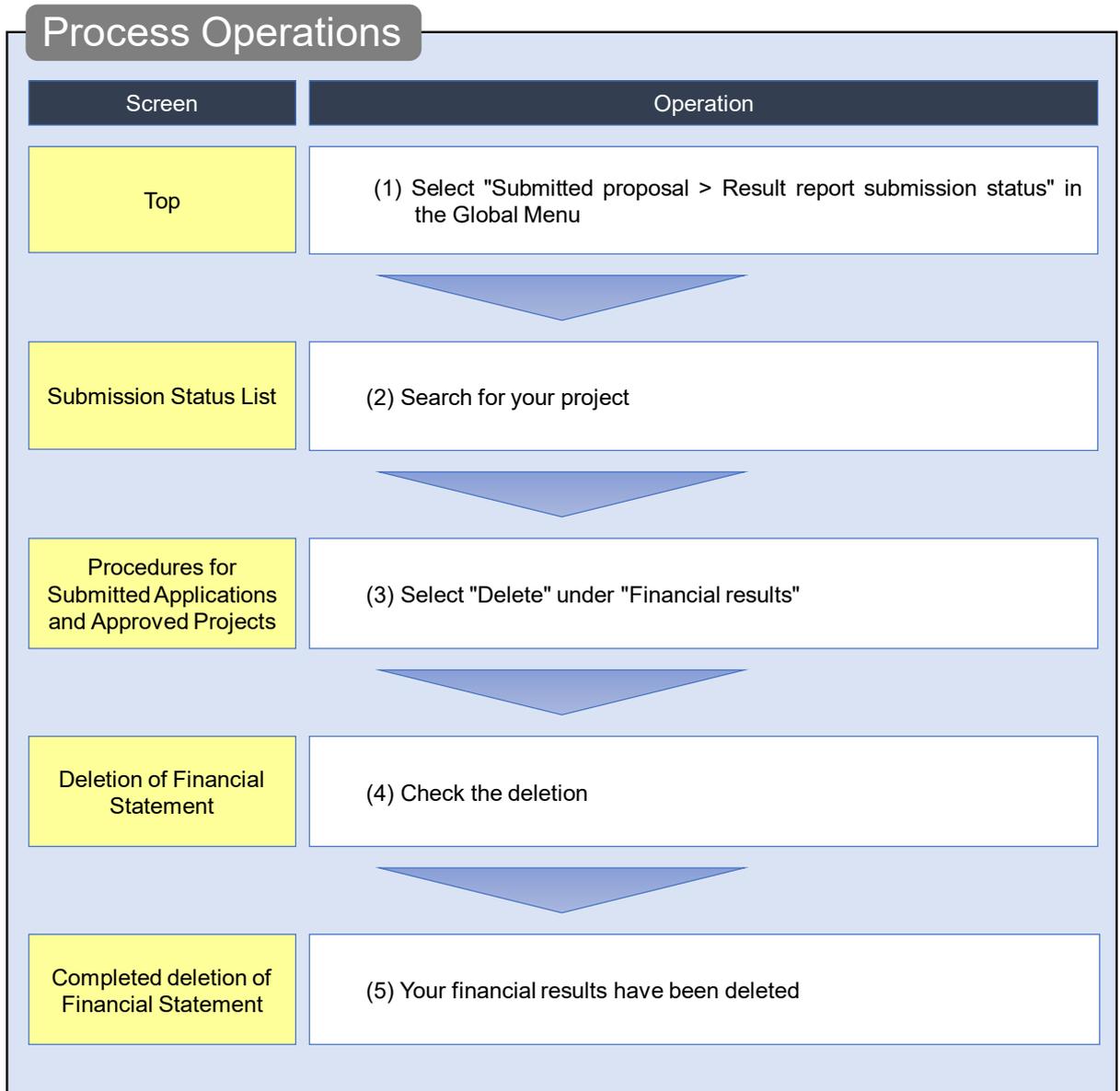
Start date of registration	Deadline	Status	New request	Resume making a request	Delete	Pullback	Browse request details	Reporter - Authority setting
2026/01/01	2027/03/31	In progress		<input type="button" value="Resume"/>	<input type="button" value="Delete"/>		<input type="button" value="Browse"/>	<input type="button" value="Edit"/>

At the bottom left, there is a 'Back' button. At the bottom right, there is a blue circular arrow icon.

This completes the procedure for pulling back financial results.

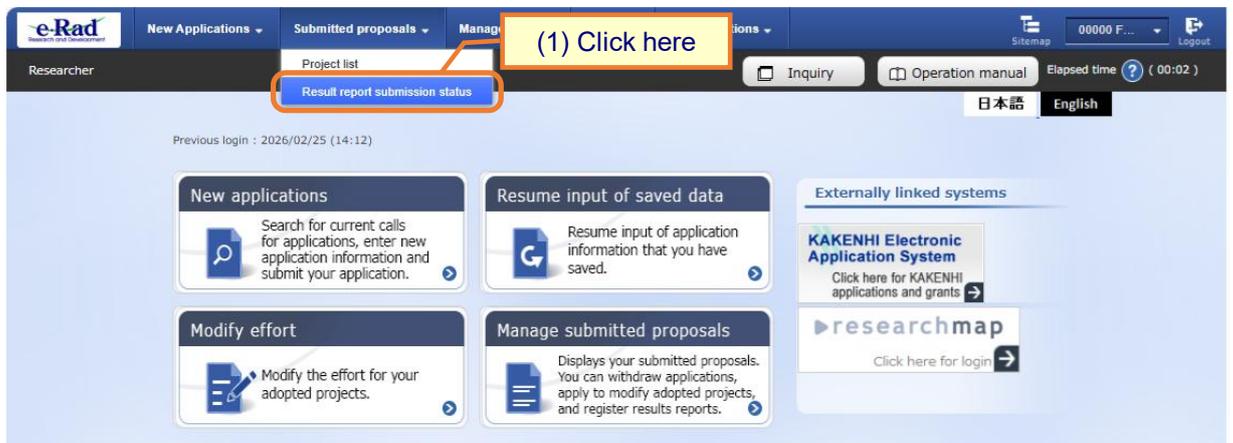
## 5.6 Deleting Financial Results

This section explains how to delete temporarily saved financial results.



## Instructions

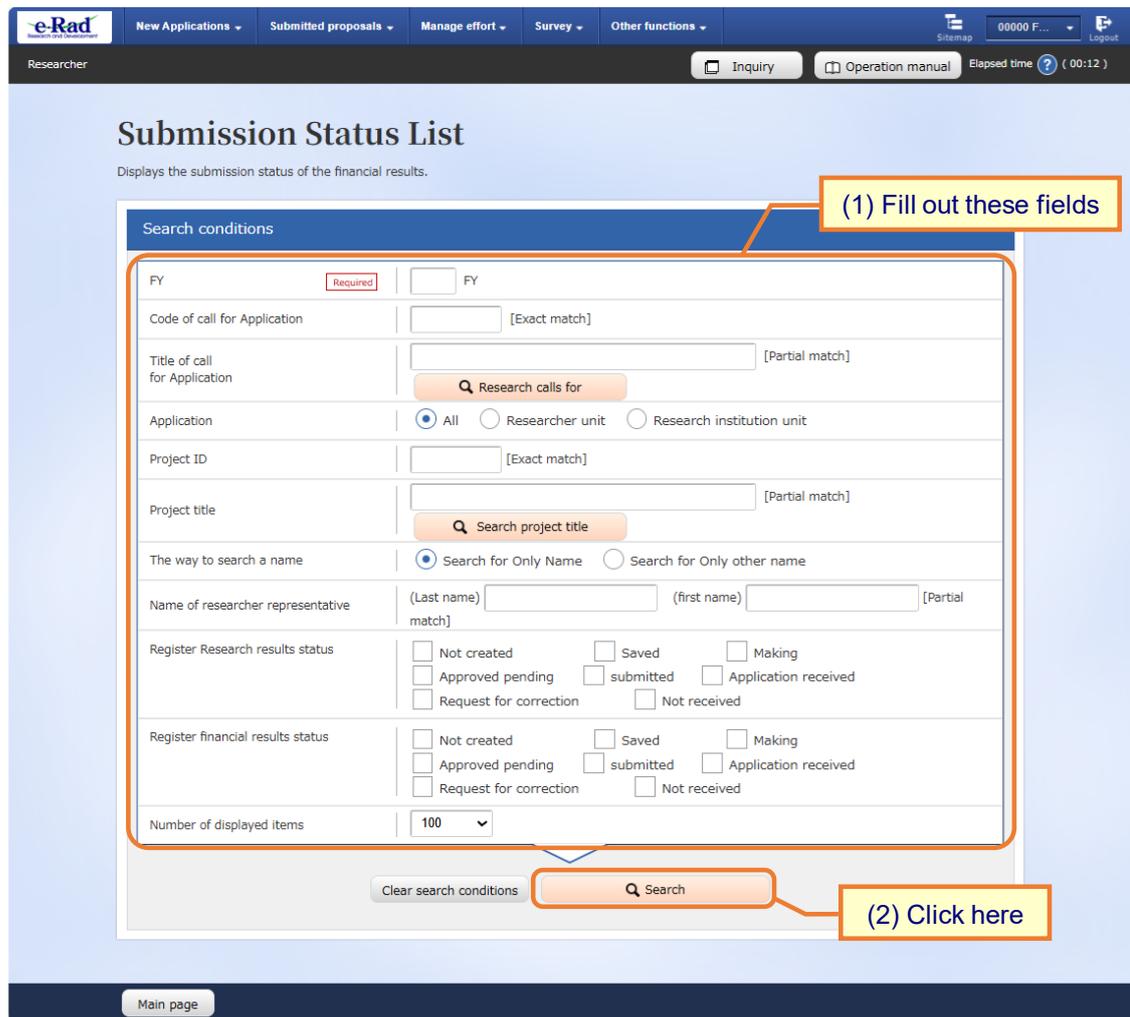
### (1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

**(2) Search for your project**

The [Submission Status List] screen is displayed.



(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

The search results are displayed.

Search results

1 to 1 items (total 1 items)

[Research results PDF batchdownload](#)  
[Financial results PDF batchdownload](#)  
[Download search results\(Research results\)](#)  
[Download search results\(Financial results\)](#)

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry	Submission status	
				Project name	Name of researcher representative			Status	Registered date
2021	Research results app	Research results app	Researcher unit	21484137	STkikan	Name on ly	<input type="button" value="Research results"/> <input type="button" value="Financial results"/>	Not created	
				Research results a	pplication1			Awaiting approval	2022/03/04 10:41

1 to 1 items (total 1 items)

(3) Click here

(3) Click the "Financial results" button under "Edit/Inquiry".

See "5.1 Creating New Financial Results (2) Search for your project" for details on "Financial results PDF batchdownload" and "Download search results (Financial results)".

**(3) Select "Delete" under "Financial results"**

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

The screenshot shows the eRad web application interface. At the top, there is a navigation bar with the eRad logo and several menu items: 'New Applications', 'Submitted proposals', 'Manage effort', 'Survey', and 'Other functions'. Below the navigation bar, there is a header section titled 'Procedures for Submitted Applications and Approved Projects'. This section contains a form for entering project details such as 'Application year', 'Funding program', 'Title of call for Application', 'Project ID', 'Approval number', 'Project title', and 'Japan Grant Number'. Below the form, there are several sections for managing project requests: 'Request for modification of approved project', 'Request withdrawal, hold(release of hold) or cancel the approved project', and 'Result report'. The 'Result report' section is divided into 'Research results' and 'Financial results'. In the 'Financial results' table, the 'Delete' button is highlighted with a red box and a callout that says '(1) Click here'.

(1) Click the "Delete" button under "Financial results".

**⚠ Caution**      Possible conditions of deletion

- Temporarily saved financial results can be deleted.
- Financial results pulled back and sent back from research institutions and Funding agency can be deleted.

# The financial results with a correction request by the Funding agency cannot be deleted.

**(4) Check the deletion**

The [Deletion of Financial Statement] screen is displayed.

**Deletion of Financial Statement (subsidies)**

Delete financial statements.

Publish to Funding agency Required |  Publish  Do not publish

**Financial statements -**

(1) Basic information of the project

FY	2011
Funding agency	Ministry of Education, Culture, Sports, Science and Technology
Funding system	Research Grant
Funding program	Research Grant
Title of call for Application	Research Grant
Project ID	40803987
Project name	Research Grant

Total grant amount			Actual direct expenditures	Actual indirect costs
Total(a+b)	Total grant amount - Direct costs(a)	Total grant amount - Indirect costs(b)		
0 yen	0 yen	0 yen	0 yen	0 yen

Accounts for each cost

	Actual direct expenditures				Total
	Equipment and supplies costs <span>Required</span>	Personnel expenses/Honoraria <span>Required</span>	Travel expenses <span>Required</span>	Others <span>Required</span>	
Amount decided to be grant <span>?</span>	0 yen	0 yen	0 yen	0 yen	
test	0 yen	0 yen	0 yen	0 yen	

Income <span>Required</span>	Grant	Own funds		Others
		0 yen	0 yen	
		0 yen	0 yen	0 yen

Notes \*1000 characters or less (line breaks and spaces are each counted as one character)

More 1000 more characters.

(2) Accounts for each grant recipient (researcher / research institution)

Principal investigators and co-investigators (kenkyu-buntansha)			Direct costs		Actual indirect expenditures / transferred <span>Required</span> <span>?</span>
Research Institution / Department / position	Researcher name	Researcher number	Subsidies written in grant-in-aid application <span>Required</span> <span>?</span>	Actual Expenditures <span>Required</span> <span>?</span>	
	40803987	40803987	0 yen	0 yen	0 yen
<b>Total</b>	<b>1 people</b>		<b>0 yen</b>	<b>0 yen</b>	<b>0 yen</b>

Back

Deletion of accounting performance (subsidy)

(1) Check the deletion.

(2) Click the "Deletion of accounting performance" button.

## (5) Your financial results have been deleted

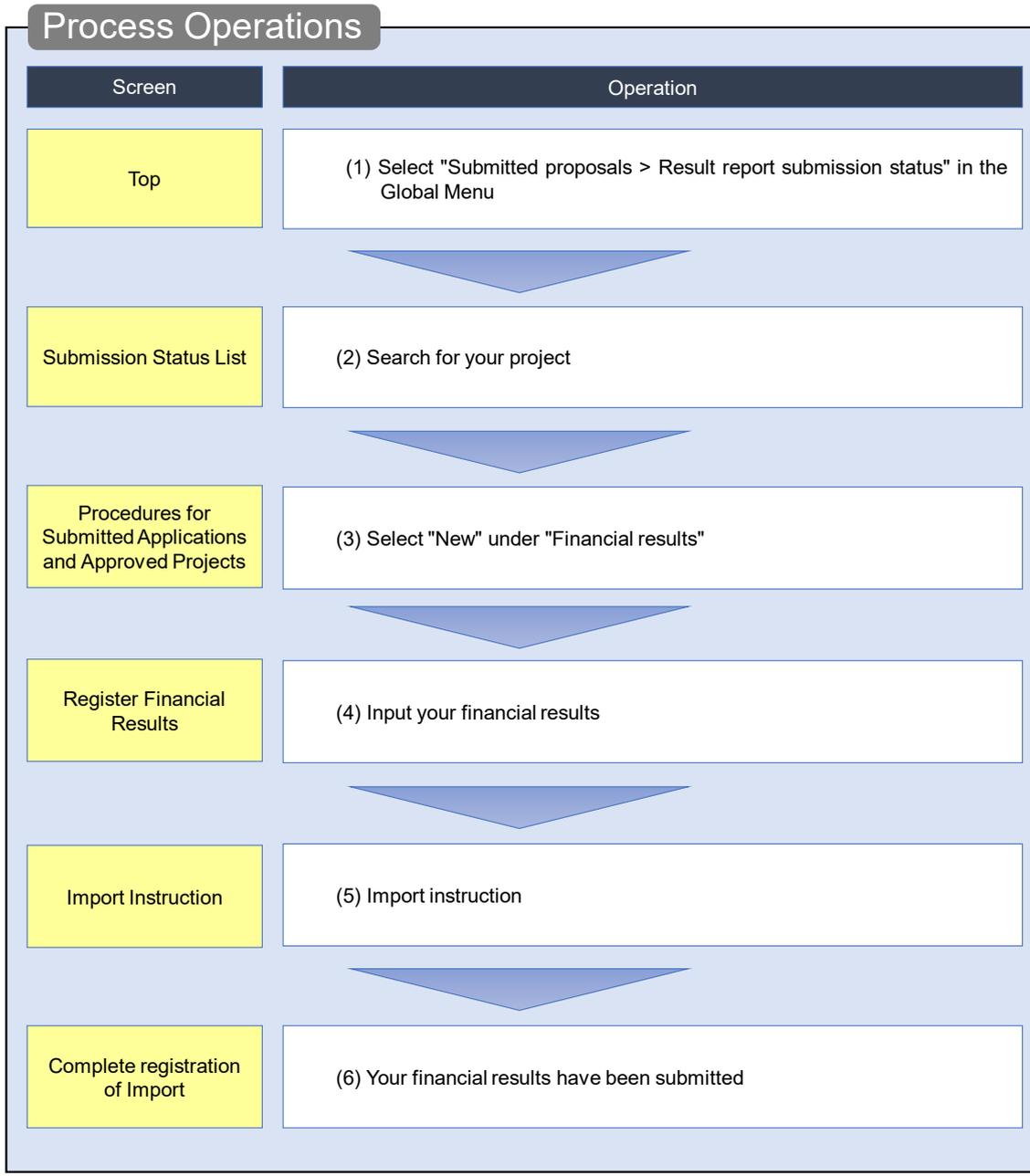
The [Completed deletion of Financial Statement] screen is displayed.



This completes the procedure for deleting financial results.

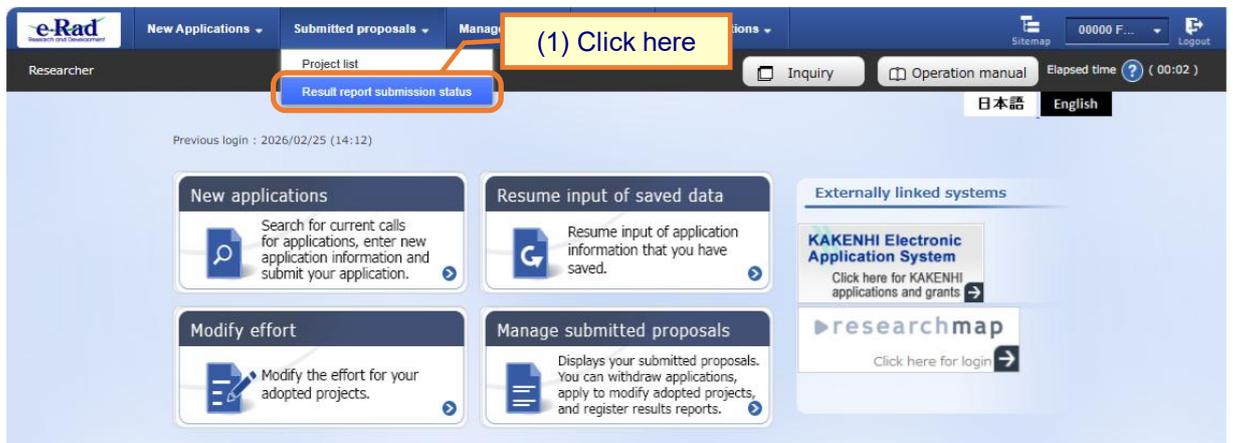
# 5.7 Importing Financial Results

This section explains how to import financial results.



## Instructions

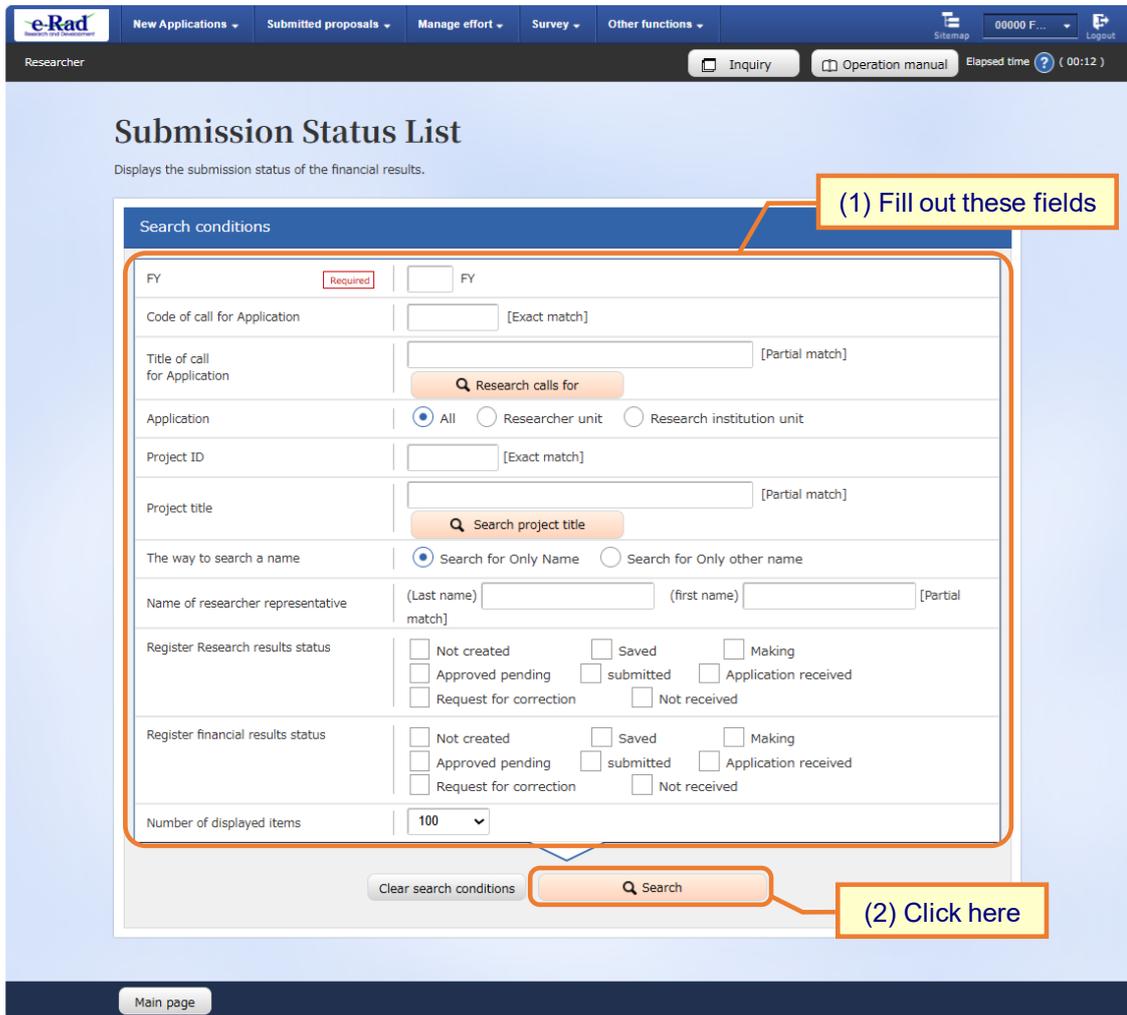
### (1) Selection in the Global Menu



(1) Click "Submitted proposals > Result report submission status" in the Global Menu on the top screen.

**(2) Search for your project**

The [Submission Status List] screen is displayed.



(1) Input search terms. Input of year is required.

(2) Click the "Search" button.

**(3) Select "New" under "Financial results"**

The search results are displayed on the [Submission Status List] screen.

The screenshot shows the 'Search results' interface. At the top, there are download links for 'Research results PDF batchdownload' and 'Financial results PDF batchdownload'. Below these are links to 'Download search results(Research results)' and 'Download search results(Financial results)'. The main table has the following data:

FY	Funding agency	Title of call for Application	Application	Project ID	Research institution	Display format	Edit/Inquiry		Submission status	
				Project name	Name of researcher representative		Research results	Not	Status	Registered date
2021		Research results application1	Researcher unit	21484137	STkikan	Name only	Research results	Not	Awaiting approval	2022/03/04 10:41

A callout box labeled '(1) Click here' points to the 'Financial results' button in the 'Edit/Inquiry' column. Below this is a screenshot of the 'Request withdrawal, hold(release of hold) or canceled project' screen. It features a table with columns: Status, New request, Resume making a request, Delete, Pullback, and Browse request details. The 'New request' button is highlighted with a callout box labeled '(2) Click here'. A large pink arrow points from the first screenshot to the second.

(1) Click the "Financial results" button under "Edit/Inquiry".

(2) Click the "New" button under "Financial results".

**(4) Input your financial results**

The [Register financial results(contract research)] screen is displayed.

Register financial results(contract research)

Register annual financial reports.

Publish to Funding agency  Required |  Publish  Do not publish

Annual financial reports

Settlements

(1) Basic information of the project

FY	2021FY
Funding agency	研究所
Funding system	総合テスト制度
Funding program	Business Test
Title of call for Application	Financial results application1
Project ID	21484134
Project name	Financial results application1

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen	
Financial results	0 yen	0 yen	0 yen	0 yen	
Allocated amount of contract	0 yen	0 yen	0 yen	0 yen	

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	0 yen	0 yen	0 yen
Financial results	0 yen	0 yen	0 yen	0 yen

Notes

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

More 1000 more characters.

(2) Settlements for each contractor and subcontractor (including research colleagues and project participants)

STkikan - テスト - renkeishoku1

Financial statements - Expenditures

	Total	Direct costs			
		Equipment and supplies costs	Personnel expenses/Honoraria	Travel expenses	Others
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/>
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/>
Allocated amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/>

Financial statements - Income

	Total	Amount of contract	Self-paid portion	Others
Amount of contract	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen
Financial results	0 yen	<input type="text"/> yen	<input type="text"/> yen	<input type="text"/> yen

Back Save Preview annual financial Import Register

(1) Input your financial results.

(2) Click the "Import" button.

## (5) Import instruction

The [Import Instruction] screen is displayed.

Batch import to system with the CSV file for batch importing of various information.  
 On this page, you can import CSV file (batch register data/modify data)  
 · Select "Acquisition Information" and "Type of Acquisition", Specify "Acquisition File" and click the "Register" button to execute the import process.  
 · Just the CSV file that edited with "CSV files editing tool" can be imported. Please note that the files edited with a text editor such as Excel or "Notepad" can't be imported.  
[Click here to download the report account tool.](#)  
 (attention) The CSV file editing tools are available only by Windows.

**Import Instruction**

Acquisition Information Required Contract Information File

Type of Acquisition Register

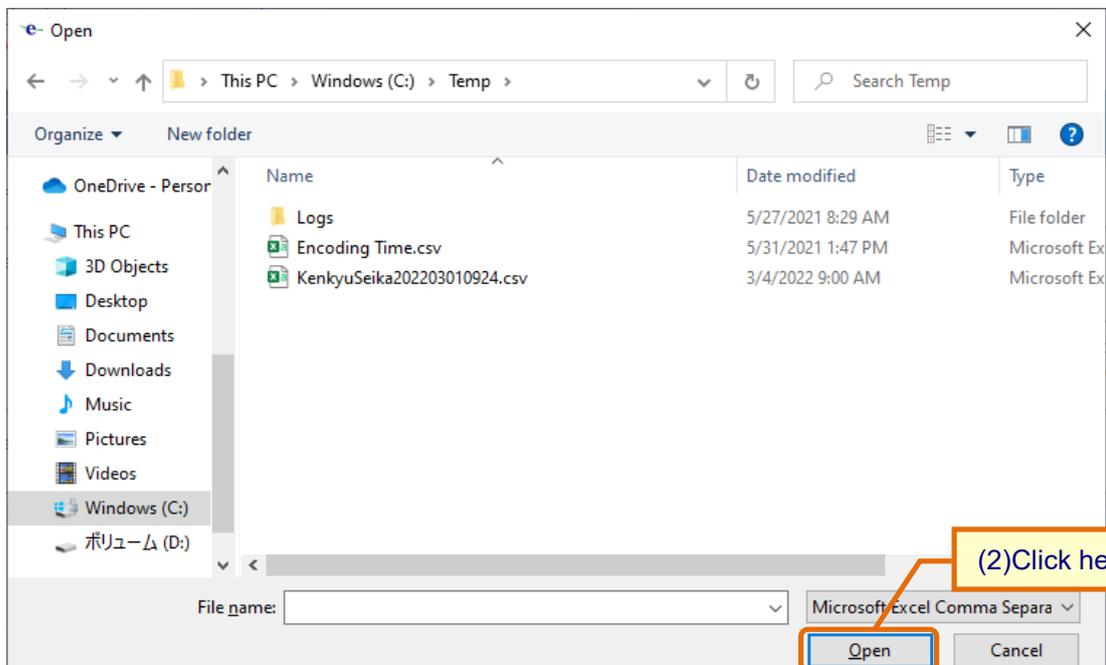
Register : Perform a new registration. An error will occur if the same information already exists.  
 Modify : Modify registered information. If information to be modified does not exist, an error occurs.  
 \* Depending on the type of acquisition information, there are classifications that can not be selected. For example, in case of import information "approved information"

Acquisition File File CSV File Maximum size : 30MB Browse

(1) Click here

Back Confirm >

(1) Click the "Browse" button.



(2) Select the file to import and click the "Open" button.

**Import Instruction**

Batch import to system with the CSV file for batch importing of various information.  
On this page, you can import CSV file (batch register data/modify data)

- Select "Acquisition Information" and "Type of Acquisition", Specify "Acquisition File" and click the "Register" button to execute the import process.
- Just the CSV file that edited with "CSV files editing tool" can be imported. Please note that the files edited with a text editor such as Excel or "Notepad" can't be imported.

[Click here to download the report account tool.](#)  
**(attention)**The CSV file editing tools are available only by Windows.

**Import Instruction**

Acquisition Information <span style="border: 1px solid red; padding: 2px;">Required</span>	Contract Information File
Type of Acquisition	Register
Acquisition File	File CSV File Maximum size : 30MB C:\fakepath\Hojyokin202202010953_*.csv Browse

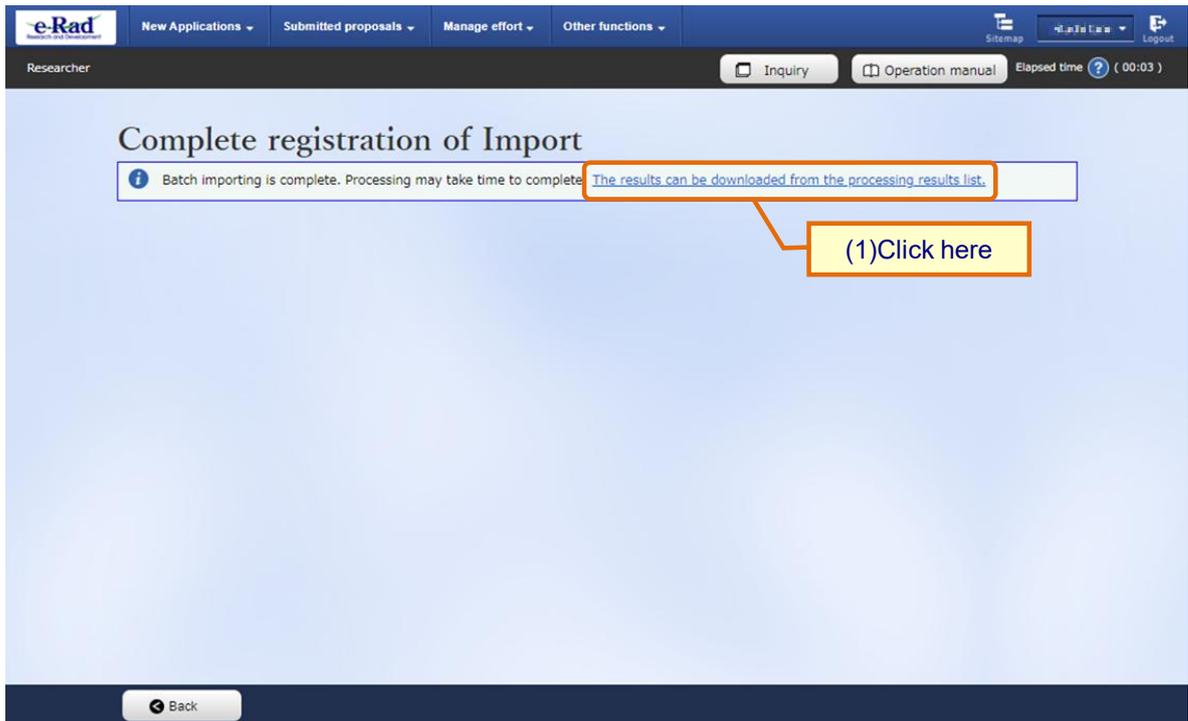
Register : Perform a new registration. An error will occur if the same information already exists.  
Modify : Modify registered information. If information to be modified does not exist, an error occurs.  
\*Depending on the type of acquisition information, there are classifications that can not be selected. For example, in case of import information "approved information file", only "Modify" can be selected.

Back Confirm

(3) Click the "Confirm" button.

**(6) Import instruction (confirm input details)**

The [Complete registration of Import] screen is displayed.



(1) Click "The results can be downloaded from the processing results list."



(2) Check whether it is "Finished successfully".

(3) If there is an error, click the "Download" icon and confirm the error details.