

# Japan Society for the Promotion of Science (JSPS)

## Kakenhi (Grants-in-Aid for Scientific Research) Electronic Application System

This document explains the flow of key operations required in the application procedure.  
For in-depth details of operations, please refer to KAKENHI (Grants-in-Aid for Scientific Research)  
Electronic Application System: Operation Manual for Researchers (Detailed Version) Ⅰ. Please note  
the document is available in Japanese only.

Version 2.3

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# 1. Introduction

JSPS Electronic Application System is a system that carried out application procedures, which had been implemented by conventional writing, between applicants, persons in charge in applicants' research institutions (hereinafter referred to as persons in charge in research institutions) and JSPS personnel by utilizing the Internet.

## 1.1. System Requirements

The tested operating system and Web browsers are as follows:

	Internet Explorer 11	Chrome 79	Firefox 71	Safari 13.0	Microsoft Edge83
Windows 8.1 Update	○	○	○	-	-
Windows 10	○	○	○	-	○
Mac OSX(10.14)	-	-	-	○	-
Mac OSX(10.15)	-	○	-	○	-

### Note

※ It does not guarantee the operation for all of the personal computers in the operating environment that has been tested.

Other necessary software and the network environment are as follows.

Software	<ul style="list-style-type: none"> <li>• Microsoft Word 2007 or faster</li> </ul> <p>Microsoft Word 2007 (or faster) is necessary when you want to edit the research proposal document (forms to be uploaded) (fonts of Microsoft Office is recommended), where the research proposal document (forms to be uploaded) is attached to proposal for Grant-in-Aid.</p> <p>MS-Word97-2003 document (doc) and MS-Word document (docx) format file can be attached.</p> <ul style="list-style-type: none"> <li>• Adobe Acrobat Reader DC (formerly Adobe Reader)</li> </ul> <p>Since the application information entered in the electronic application system is converted into a PDF file on the system, it is necessary to check the application information after the conversion. In addition, when you use PDF in creating a research plan document, Adobe Inc.'s software (PDF version 1.4) is recommend.</p>
Network environment	Support SSL communication (HTTPS).

**Note**

If you were entered environment-dependent characters on the electronic application system, then characters may not be handled correctly (such that happen character corruption).

For more information, see the note 「4.4 Entered project information, check the contents」

※ The operation is not checked in case of using software other than the above to create a research proposal document (forms to be uploaded).

Although we have confirmed that research proposal document (forms to be uploaded) created in LaTeX (<https://osksn2.hep.sci.osaka-u.ac.jp/~taku/kakenhiLaTeX/index.html>) and attached to the research proposal document (forms to be uploaded) is automatically generated when uploading, it does not guarantee the details of operational outcomes, such as garbled characters and other inconvenience it may occur.

Please submit after confirming whether the contents of the research proposal document automatically generated and converted to the PDF file are complete.

## **1. 2. The Flow of Function and Operation**

Please refer to the electronic application system guidance page for the updated information related to the system. Please go to the webpage at <https://www.shinsei.jsps.go.jp/>. You can find the electronic application process, operational support and other information in the page. This page is only available in Japanese.

### 1.3. Notes

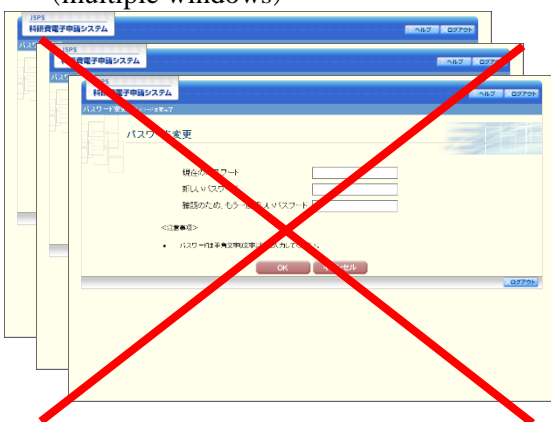
- 1 Please do not use [Previous] button of the Web browser or [BackSpace] key when you want to return to the previous screen, as there may be a case in which the system does not operate properly.

Make sure to press the button on the screen or click on the link.

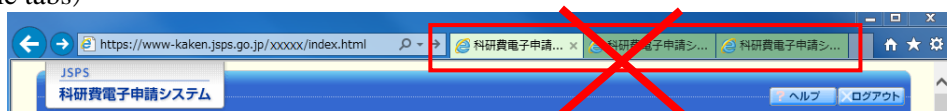


- 2 When you operate the system, do not use multiple windows/tabs simultaneously. Please operate by keep using the same window that you open when logging in.

(multiple windows)

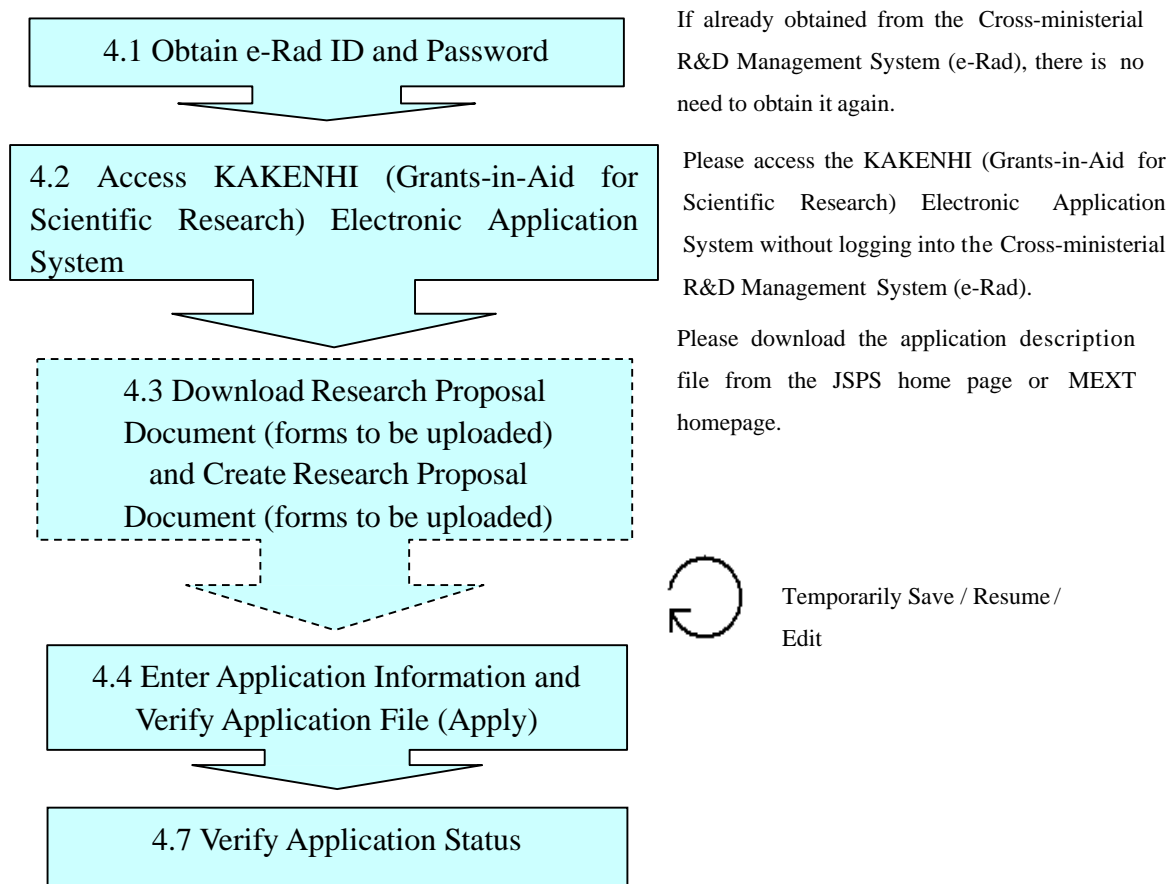


(multiple tabs)



## 2. Operational Flow

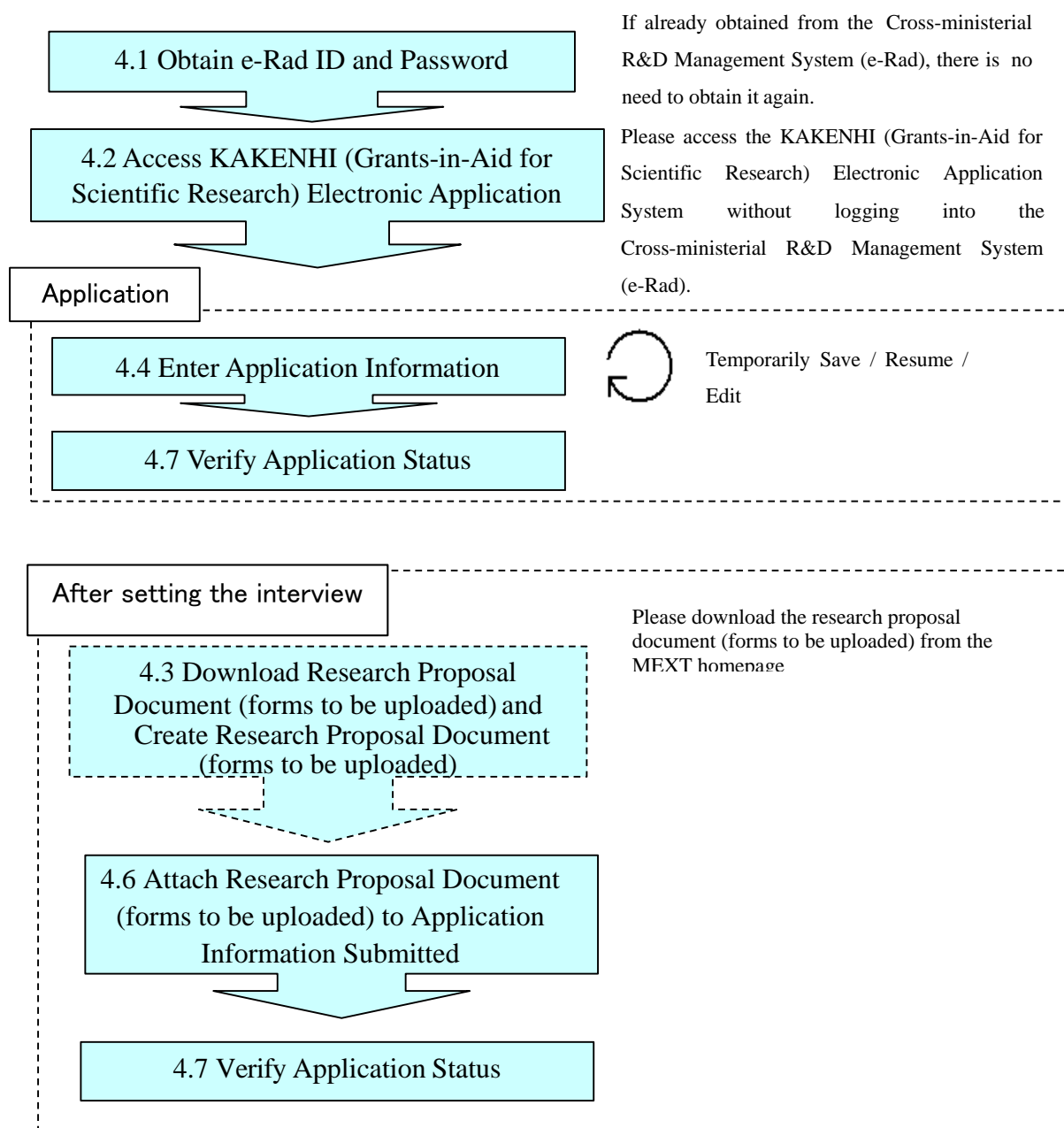
### 2.1. In the case of Specially Promoted Research, Grant-in-Aid for Scientific Research, Grant-in-Aid for challenging Exploratory Research, Grant-in-Aid for Challenging Research, Grant-in-Aid for Early-Career Scientists, Grant-in-Aid for start-up Research Activity, and Grant-in-Aid for Scientific Research on Innovative Areas (Research in Proposed Research Area) (Continued Research Areas / Finished Research Areas), Grant-in-Aid for Transformative Research Areas (A) (Publicly Offered Research), Grant-in-Aid for Transformative Research Areas (B) (Planned Research), Fund for the Promotion of Joint International Research (Fostering joint international research), HIRAMEKI ☆ TOKIMEKI SCIENCE -Welcome to a University Research Lab- Science That Inspires and Inspirts



#### Note

- ※ You can logout anytime. However, please note that unless you click on 「一時保存 (temporarily save)」 or 「確認完了・提出 (confirm / submit)」, any application information edited during a session will be lost after you logout.
- ※ The system restarts at 5:00 every day. Any information edited over this period cannot be saved. When using the system over this period, please click on 「一時保存 (Temporarily Save)」 before 5:00 and access again once the system has restarted.

## 2. 2. Grant-in-Aid for Transformative Research Areas (A) (Planned Research)

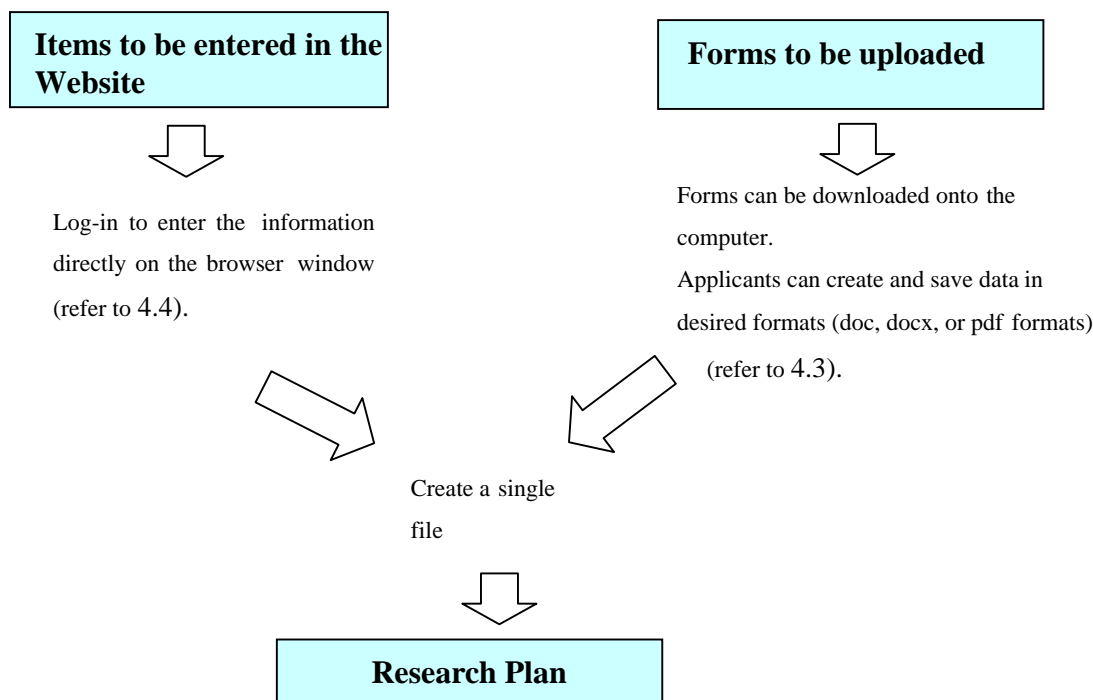


### Note

- ※ You can logout anytime. However, please note that unless you click on 「一時保存 (temporarily save)」 or 「確認完了・提出 (confirm / submit)」, any application information edited during a session will be lost after you logout.
- ※ The system restarts at 5:00 every day. Any information edited over this period cannot be saved. When using the system over this period, please click on 「一時保存(Temporarily Save)」 before 5:00 and access again once the system has restarted.

### 3. Research Plan Configuration Image

The research planning record consists of two data files.



You can download and check the research planning record in PDF format. (refer to 4.4). Once you have verified the file, the research planning record will be submitted to JSPS after verification (check) by the respective research institution.

Before submitting, be sure to check whether the contents of the Research Proposal Document converted to the PDF file and automatically generated are complete.



## 4. Operational Method

The image shown below may differ from the actual page.

For full details of the operational method, please refer to the "Japan Society for the Promotion of Science (JSPS) Kakenhi (Grants-in-Aid for Scientific Research) Electronic Application System Operation Manual for Researchers (Detailed Version) (for Application Procedures)" (hereinafter referred to as the "detailed manual". (Note: Available in Japanese only)

### 4.1. Obtain ID and Password

To apply using the KAKENHI (Grants-in-Aid for Scientific Research) Electronic Application System (hereinafter referred to as the "Electronic Application System"), ID and password for the Cross-ministerial R&D Management System (e-Rad) must first be obtained. Please contact the respective research institution and obtain e-Rad ID and password.

#### Note

- ※ Applicants cannot obtain ID and password using this system.
- ※ If you already have the e-Rad ID and password, you do not have to obtain them again.

### 4.2. Login to KAKENHI (Grants-in-Aid for Scientific Research) Electronic Application System

- 1 Start the web browser, go to JSPS's electronic application information page (<https://www-shinsei.jsps.go.jp/>), and click 「科学研究費助成事業 (Grants-in-Aid for Scientific Research)」.



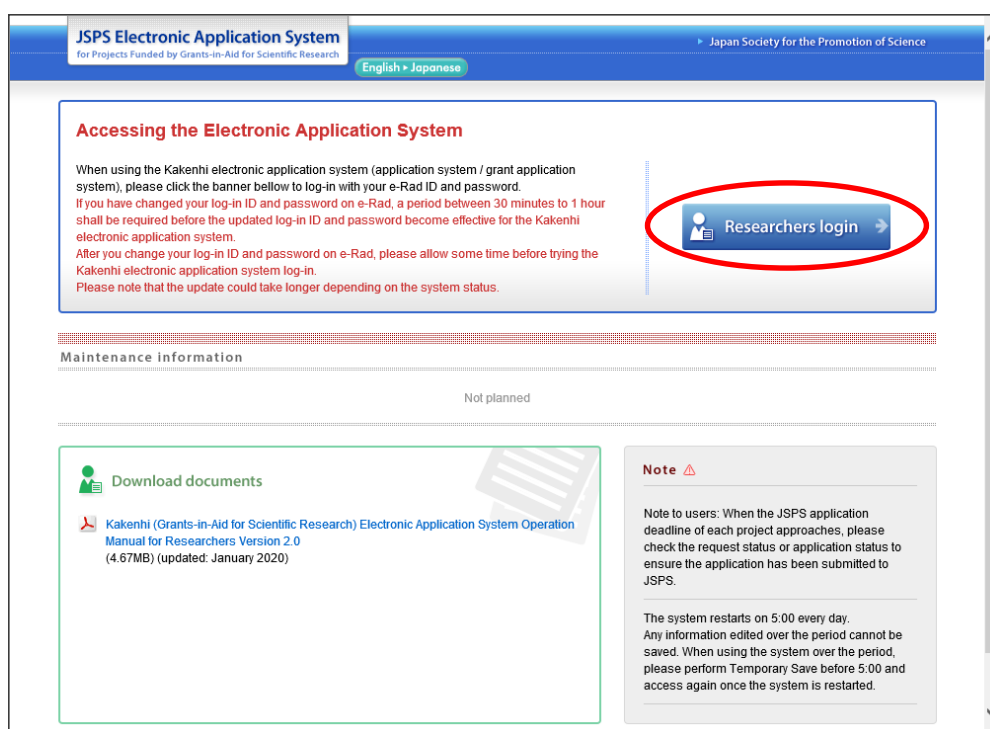
- 2 The「科学研究費助成事業のトップページ (Grants-in-Aid for Scientific Research Top Page)」 in Japanese will appear.  
Click [Japanese→English].




**Note**

※ The screen shown above is an example. The site will be updated on a regular basis.

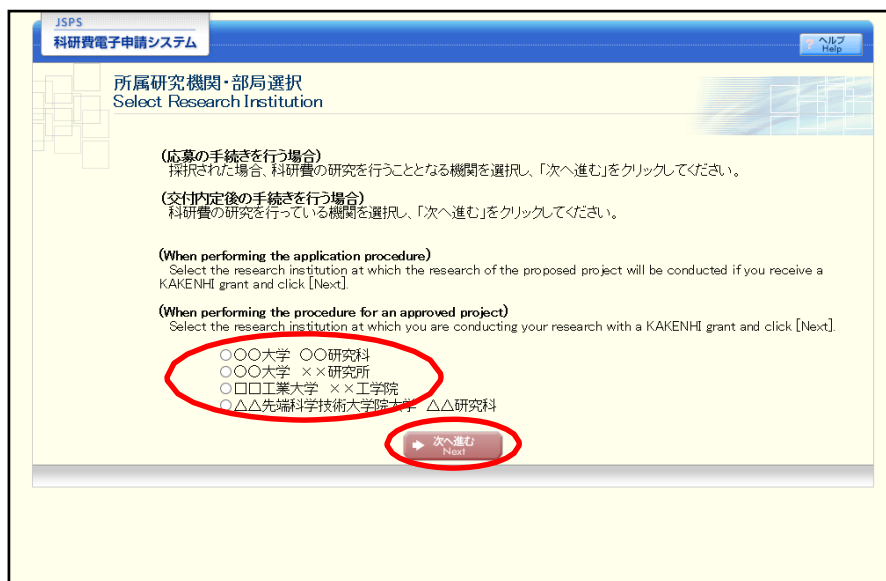
3 Grants-in-Aid for Scientific Research Top Page in English will appear. Click [Researchers Login].



- 4 The 「応募者ログイン (Applicants Login) 」 screen of the electronic application system will appear. Enter e-Rad ID and 「パスワード (password) 」 and click 「ログイン (Login) 」.



- 5 In case the applicant belongs to more than one research institution or academic unit (School, Faculty, etc.), the “Select your research institution/academic unit” screen will appear. Choose the institution and academic unit in which you will conduct the research funded by KAKENHI (if selected), and click [Next].



**Note**

- ※ If you belong to only one institution or academic unit, this screen will not be displayed.

- 6 When authenticated, 「応募者向けメニュー (Applicants Menu)」 will appear.  
(The “e-mail address registration screen” will appear when logging in for the first time.  
Please refer to “4.9 Email Address Registration” to register.)

The screenshot shows the 'Menu for Applicant' page of the JSPS Kakenhi Electronic Application System. The page is divided into several sections, each with a list of buttons and links for various application types and processes. The sections are: 'Notice on Application Procedure and Formal application for grant delivery', '研究者情報確認 (Researcher Information Check)', '応募手続き (Application procedure)', '審査結果開示 (Disclosure of review results)', '交付内定時の手続き (Procedure for provisional grant decision)', and '交付決定後の手続き (Procedure for official grant decision)'. Each section has a list of buttons and links for various application types and processes. The page also includes a 'Switch' button in the top right corner.

※ In case you belong to more than one research institution or academic unit (School, Faculty, etc.), the “Switch” button will appear.

※ If you have documents under preparation or documents already submitted for application, the following screen will appear.

**JSPS 科学研究電子申請システム**

応募者向けメニュー (Menu for Applicant)

〇〇〇〇〇〇〇〇大学  
〇〇〇〇〇〇〇〇〇〇研究室

ヘルプ Help ログアウト Log out

切替 Exchange

応募手続き・交付申請手続きに関するお知らせ  
Notice on Application Procedure and Formal application for grant delivery

**お知らせ (Notice)**

19/10 2800年度科学研究費助成事業 応募情報のWeb入力について  
2800年度科学研究費助成事業の応募に係る、応募情報のWeb入力を開始しました。

研究者情報確認  
Researcher Information Check

e-Radで登録された研究者情報を確認する  
Check researcher information registered with e-Rad

研究者情報を確認する  
Check researcher information

研究分担者承諾  
Consent to Become a Co-Investigator

研究分担者になることを承諾・不承諾する場合は、以下から処理を行ってください。  
To consent/dissent to become a Co-Investigator, click the below button.

研究分担者の処理を行う  
Give a Consent to Become a Co-Investigator

現在XX件処理待ちです。(The number of items waiting for a consent: XX)

応募手続き  
Application procedure

応募を開始する  
Start the application process

特別推進研究  
Grant-in-Aid for Specially Promoted Research

最先端領域研究 (研究領域途重型) (継続の研究領域・終了研究領域)  
Grant-in-Aid for Scientific Research on Innovative Areas (Continued or Finished Research Area)

学術改革領域研究  
Grant-in-Aid for Transformative Research Areas

基盤研究・挑戦的研究・若手研究  
Grant-in-Aid for Scientific Research / Grant-in-Aid for Challenging Research / Grant-in-Aid for Young Scientists

研究活動スタート支援  
Grant-in-Aid for Research Activity Start-up

特別研究員奨励費 (外国人特別研究員)  
Grant-in-Aid for JSPS Research Fellow (JSPS International Research Fellow)

国際共同研究加速基金 (国際共同研究強化(A))  
Fund for the Promotion of Joint International Research (Fostering Joint International Research (A))

国際共同研究加速基金 (国際共同研究強化(B))  
Fund for the Promotion of Joint International Research (Fostering Joint International Research (B))

研究成果公開促進費  
Grant-in-Aid for Publication of Scientific Research Results

ひらめき創発ラボラトリーとびろくろ研 (JSPS-KAKENHI HIRAMEKI-TOKOROKURI SCIENCE - Welcome to a University Research Lab—Science That Inspires and Inspires)

※領域計画書を作成・修正する場合は「学術改革領域研究」ボタンをクリックしてください。  
\* To create/modify an Area Plan, click [Grant-in-Aid for Transformative Research Areas].

※特別研究員奨励費 (外国人特別研究員) の研究計画書を作成・修正する場合は「特別研究員奨励費 (外国人特別研究員)」ボタンをクリックしてください。  
\* To create/modify a Research Proposal Document for JSPS Research Fellow (JSPS International Research Fellow), click [Grant-in-Aid for JSPS Research Fellow (JSPS International Research Fellow)].

すでに作成した議書を修正・確認する場合は、以下から処理を行ってください。  
To modify/check an already created research proposal document, click one of the buttons below.

作成中の議書を修正する  
Modify a research proposal document being created

議書を修正する  
Modify Proposal for Grant-in-Aid

現在作成中の議書はXX件です。(The number of research proposal documents currently being created: XX) 却下された申請があります。(An application has been rejected)

提出した申請の処理状況を確認する  
Check the processing status of a submitted application

処理状況を確認する  
Check processing status

現在XX件申請済みです。(The number of applications submitted: XX)

審査結果開示  
Disclosure of review results

審査結果を開覧する場合は、以下から処理を行ってください。  
To view the review results, click the button below.

審査結果を開覧する  
View review results

交付内定時の手続き  
Procedure for provisional grant decision

交付内定時の手続きを行う場合は、以下から処理を行ってください。  
To complete the procedure for provisional grant decision, click the button below.

交付内定時の手続きを行う  
Perform the procedure for provisional grant decision

採択課題があるため交付申請手続きを行うことが可能です。(There is an provisional grant decision. Application for grant authorization is enabled)

交付決定後の手続き  
Procedure for official grant decision

交付決定後の手続きを行う場合は、以下から処理を行ってください。  
To complete the procedure for official grant decision, click the button below.

交付決定後の手続きを行う  
Perform the procedure for official grant decision

基金種目における支払請求書の作成が可能です。(Invoice creation for the grant category is enabled)

e-Rad へ戻る  
Return to e-Rad

お問い合わせはこちら  
Inquiries are here.

02720

Menu Items		
「応募手続き・交付申請手続きに関するお知らせ(Notifications regarding application procedure and grant-disbursement procedure)」		
	「お知らせ(Notifications)」	This field displays JSPS notifications about the application procedure and grant-disbursement procedure issued. When there are no notifications, this field is not displayed.
「研究者情報確認 (Verify researcher information)」		
	e-Rad で登録された研究者情報を確認する (Verify researcher information registered in e-Rad)	
	「研究者 情報 を 確 認 す る (Verify researcher information)」	You can verify the researcher information registered in e-Rad.
「研究分担者承諾 (Consent to Become a Co-Investigator)」		
	研究分担者の処理を行う Give a Consent to become a Co-Investigator)	
	「研究 分 担 者 の 処 理 を 行 う (Give a Consent to Become a Co-Investigator)」	You can input a consent or a dissent to become a Co-Investigator.
「応募手続き (Application Procedures)」		
	「応募を開始する (Start Application)」	
	「特別推進研究 (Specially Promoted Research)」	You can download the research proposal document (forms to be uploaded) for the Specially Promoted Research and enter the application information.
	「新学術領域研究(研究領域提案型)(継続の研究領域・終了研究領域) (Grant-in-Aid for Scientific Research on Innovative Areas (Research in Proposed Research Area) (Continued Research Areas / Finished Research Areas))」	You can download the research proposal document (forms to be uploaded) for the (Grant-in-Aid for Scientific Research on Innovative Areas (Research in Proposed Research Area) (Continued Research Areas / Finished Research Areas) and enter the application information.
	「学術変革領域研究(Grant-in-Aid for Transformative Research Areas)」	You can register temporary research area number information for the Grant-in-Aid for Transformative Research Areas, download the research proposal document (forms to be uploaded), enter the application information, and create a Research Area Proposal.

	「基盤研究・挑戦的研究・若手研究 (Grant-in-Aid for Scientific Research / Grant-in-Aid for Challenging Research / Grant-in-Aid for Young Scientists)」	You can download the research proposal document (forms to be uploaded) for the Grant-in-Aid for Scientific Research / Grant-in-Aid for challenging Exploratory Research /Grant-in-Aid for Challenging Research/ Grant-in-Aid for Young Scientists and enter the application information.
	「研究活動スタート支援(Grant-in-Aid for start-up Research Activity)」	You can download the research proposal document (forms to be uploaded) for the Grant-in-Aid for start-up Research Activity and enter the application information.
	「国際共同研究加速基金（国際共同研究強化（A）(Fund for the Promotion of Joint International Research (Fostering Joint International Research (A)))」	You can download the research proposal document (forms to be uploaded) for the Fund for the Promotion of Joint International Research (Fostering Joint International Research (A)) and enter the application information
	「国際共同研究加速基金（国際共同研究強化（B）(Fund for the Promotion of Joint International Research (Fostering Joint International Research (B)))」	You can download the research proposal document (forms to be uploaded) for the Fund for the Promotion of Joint International Research (Fostering Joint International Research (B)) and enter the application information
	「ひらめき☆ときめきサイエンス～ようこそ大学の研究室へ～ KAKENHI(HIRAMEKI ☆ TOKIMEKI SCIENCE –Welcome to a University Research Lab- Science That Inspires and Inspirts)」	You can download the proposal document (forms to be uploaded) of “HIRAMEKI ☆ TOKIMEKI SCIENCE -Welcome to a University Research Lab- Science That Inspires and Inspirts” and enter application information.
	「作成中の調書を修正する Correct Document being Edited」	
	「調書を修正する(Correct Document)」	You can verify the application status and edit or delete the application information currently being edited.  When there is no document being edited, "there is no document currently being edited" message will appear.



「提出した申請の処理状況を確認する (Verify Process Status of Application Submitted)」		
	「処理状況を確認する (Verify Process Status)」	You can verify the process status for submitted application information.  When there is no document already submitted, "there is no application document" message will appear.
「審査結果開示 (View Process Result)」		
	「審査結果を閲覧する (View Process Result)」	Click to go to the View Process Result Menu screen for viewing the process result.
「交付内定時の手続き (Procedure for Provisional Selection Decision)」		
	「交付内定時の手続きを行う (Procedure for Provisional Selection Decision)」	You can perform the Procedure for Provisional Selection Decision. Click to return to the Menu for Applicants screen of the Grant-Disbursement Application system.
「交付決定後の手続き (Post Disbursement Decision Procedures)」		
	「交付決定後の手続きを行う (Post Disbursement Decision Procedures)」	You can perform the post disbursement decision procedures. Click to return to the Menu for Applicants screen of the Grant-Disbursement Application system.
「e-Rad へ戻る (Return to e-Rad)」		Click to return to the Portal for Researchers of e-Rad.

**Note**

- ※ The application may not go through to the review process due to the restriction on parallel grant application even though it has been accepted by the electronic application system. Make sure the Application Procedures prior to the submission of the application documents.
- ※ When you click on the “Switch” button, the “Select your research institution/academic unit” screen will appear. In the “Select your research institution/academic unit” screen, you can switch between the affiliated institution or academic unit.

### 4.3. Create Research Proposal Document (forms to be uploaded)

To create research planning record, please prepare the research proposal document (forms to be uploaded) in advance.

- 1 In the 「応募者向けメニュー (Applicants Menu)」 screen, click the applicable research category in 「応募を開始する (Start Application)」 to view the 「受付中研究種目一覧 (List of Research Categories Open to Application)」 screen.

The image shows two screenshots from the JSPS electronic application system. The left screenshot shows the '応募者向けメニュー (Applicants Menu)' with a red box highlighting the '応募を開始する (Start Application)' button. The right screenshot shows the '受付中研究種目一覧 (List of Research Categories Open to Application)' screen, which includes a table of research categories and a list of application forms to be uploaded.

**Left Screenshot: Applicants Menu**

Application procedure  
Start the application process

- 特別推進研究  
Grant-in-Aid for Specially Promoted Research
- 新学術領域研究 (研究領域推進型) (継続的研究領域・終了研究領域)  
Grant-in-Aid for Scientific Research on Innovative Areas (Continued or Finished Research Area)
- 学術変革領域研究  
Grant-in-Aid for Transformative Research Areas
- 基盤研究・挑戦的研究・若手研究  
Grant-in-Aid for Scientific Research / Grant-in-Aid for Challenging Research / Grant-in-Aid for Young Scientists
- 研究活動スタート支援  
Grant-in-Aid for Research Activity Start-up
- 特別研究員奨励費 (外国人特別研究員)  
Grant-in-Aid for JSPS Research Fellow (JSPS International Research Fellow)
- 国際共同研究加速基金 (国際共同研究強化(A))  
Fund for the Promotion of Joint International Research (Fostering Joint International Research (A))
- 国際共同研究加速基金 (国際共同研究強化(B))  
Fund for the Promotion of Joint International Research (Fostering Joint International Research (B))
- 研究成果公開促進費  
Grant-in-Aid for Publication of Scientific Research Results

**Right Screenshot: List of Research Categories Open to Application**

JSPS 科学研究電子申請システム

応募者向けメニュー (Menu for Applicants) > 研究計画書作成 (Create Research Proposal Document) (受付中研究種目一覧 (List of Research Categories Open to Application))

受付中研究種目一覧  
List of Research Categories Accepting Applications

<重要> ※研究計画書を作成する前に必ずお読みください。  
IMPORTANT! \*Make sure to read this column before creating a Research Proposal Document.

- 研究計画書は以下の2つの部分から構成されます。  
- Web入力項目 : 応募情報入力画面から入力する  
- 添付ファイル項目 : 各研究種目所定の添付ファイル項目様式に入力する  
- 添付ファイル項目 : 各研究種目所定の添付ファイル項目様式をダウンロードして記入してください。  
- 添付ファイル項目の記入が完了したら、「応募情報入力」ボタンをクリックして進んでください。
- The Research Proposal Document consists of the following two sections:  
- Application Information : Enter information from the Application Information Input screen.  
- Forms to be Uploaded : Print out the prescribed forms to be uploaded form for each research category.  
- Make sure to download and use the forms to be uploaded form prescribed for the research category you are applying for.  
- After filling out the forms to be uploaded, click [Application Information Input] to proceed to the next step.
- 基盤研究(A・B) (海外学術調査)、挑戦的研究、若手研究(A・B)は、研究計画の大幅な変更を行う継続研究課題のみ受け付けます。  
- 各研究種目の受付開始について、所定研究種目申請書に確認してください。  
- 所定研究種目の受付開始日を要約し、日本学術振興会に提出されません。
- "Grant-in-Aid for Scientific Research (A/B) (Overseas Scientific Investigation)", "Grant-in-Aid for Challenging Exploratory Research", and "Grant-in-Aid for Young Scientists (A/B)" will accept only the continued research projects that make major changes to the research plan.  
- For the application deadline of each research category, ask the relevant staff of your research institution.  
- A Research Proposal Document that is not approved by the applicant's research institution will not be accepted by the Japan Society for the Promotion of Science.

研究種目名 Research Category	添付ファイル項目 様式のダウンロード Forms to be Uploaded Form Download	URL	応募情報入力 Application Information Input
2019年度 基盤研究(S)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 基盤研究(A)(一般)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 基盤研究(B)(海外学術調査)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 基盤研究(B)(特設分野研究)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 基盤研究(C)(一般)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 基盤研究(C)(特設分野研究)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 挑戦的研究	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 挑戦的研究(開始)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 挑戦的研究(挑戦)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 若手研究(A)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 若手研究(B)	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input
2019年度 若手研究	こちらから取得してください。	科学研究費助成事業ホームページ	応募情報入力 Application Information Input

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**Note**

- ※ Click 「公募研究 研究計画調書作成 (Publicly Offered Research: Preparation of Research Proposal Document)」 to apply for Grant-in-Aid for Transformative Research Areas (A) (Publicly Offered Research), click 「計画研究 研究計画調書作成 (Planned Research: Preparation of Research Proposal Document)」 to apply for Grant-in-Aid for Transformative Research Areas (A/B) (Planned Research).



- 2 In the 「受付中研究種目一覧 (List of Research Categories Open to Application)」 screen, click a link displayed in the 「研究計画調書 (添付ファイル項目) のダウンロード (Download the Application Details File)」 field to download the research proposal document (forms to be uploaded) from the Grantsin-Aid for Scientific Research Website.
- 3 Enter application details to the research proposal document (forms to be uploaded) form and save the file.

**Note**

- ※ You must not alter the provided format.
- ※ Do not change the margin setting. Doing so may cause errors.
- ※ Foreign letters and special characters may not be displayed correctly.
- ※ Any file exceeding 5MB cannot be attached to the research proposal document (forms to be uploaded).
- ※ The research proposal document (forms to be uploaded) can be created in PDF format.
- ※ In case there are plural “forms to be uploaded”, the beginning of the file name is specified. The file name as specified should be used, referring carefully to the Procedures for Preparing and Entering a Research Proposal Document on the forms to be uploaded.
- ※ For details, please refer to 2.3.1. Create research proposal document (forms to be uploaded) in the detailed manual

## 4. 4. Enter Application Information and Verify Contents

To create research planning record, you must first enter the application information and upload the research proposal document (forms to be uploaded).

- 1 In the 「受付中研究種目一覧(List of Research Categories Open to Application)」 screen, click 「応募情報入力 (Enter Application Information)」 in the research category you wish to apply to.

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応募者向けメニュー(Menu for Applicant) > 研究計画調書作成(Create Research Proposal Document) (受付中研究種目一覧(List of Research Categories Accepting Applications) > 応募情報入力(Application Information Input) > 応募情報文は研究計画調書確認(Research Proposal Document Check) > 応募情報文は研究計画調書確認完了(Research Proposal Document Confirmed)

### 受付中研究種目一覧 List of Research Categories Accepting Applications

<重要> ※研究計画調書を作成する前に必ずお読みください。  
<IMPORTANT> \*Make sure to read this column before creating a Research Proposal Document.

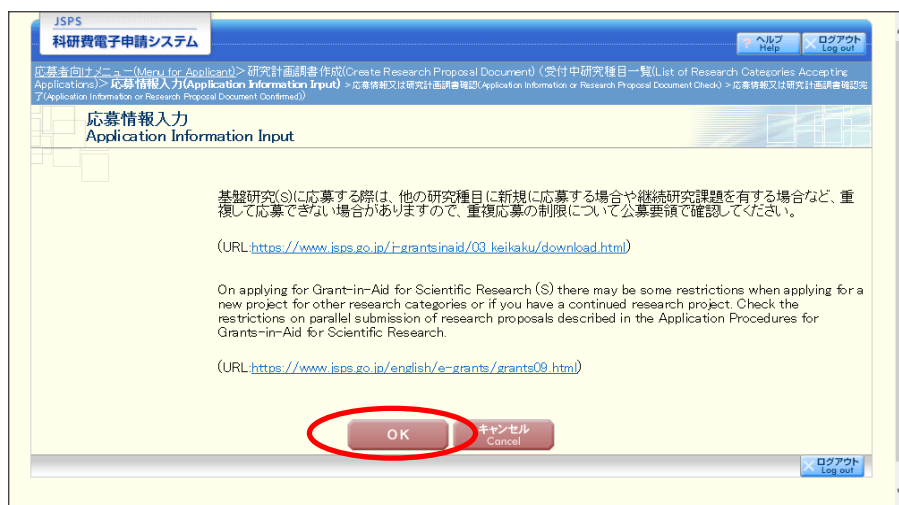
- 研究計画調書は以下の2つから構成されます。
  - Web入力項目 : 応募情報入力画面から入力する
  - 添付ファイル項目 : 各研究種目所定の添付ファイル項目様式を記入する
- 添付ファイル項目は必ず各研究種目所定の添付ファイル項目様式をダウンロードして記入してください。
- 添付ファイル項目の記入が完了しましたら、[応募情報入力]ボタンをクリックして進んでください。
- The Research Proposal Document consists of the following two sections:
  - Application Information : Enter information from the Application Information Input screen.
  - Forms to be Uploaded : Fill out the prescribed forms to be uploaded form for each research category.
- Make sure to download and use the forms to be uploaded form prescribed for the research category you are applying for.
- After filling out the forms to be uploaded, click [Application Information Input] to proceed to the next step.
- 基盤研究(A・B)(海外学術調査)、挑戦的萌芽研究、若手研究(A・B)は、研究計画の大幅な変更を行う継続研究課題のみ受け付けます。
- 各研究種目の受付期間については、所属研究機関担当者に確認してください。
- 所属研究機関が研究計画調書を承認しないと日本学術振興会には受付されません。
- "Grant-in-Aid for Scientific Research (A/B) (Overseas Scientific Investigation)", "Grant-in-Aid for Challenging Exploratory Research", and "Grant-in-Aid for Young Scientists (A)(B)" will accept only the continued research projects that make major changes to the research plan.
- For the application deadline of each research category, ask the relevant staff of your research institution.
- A Research Proposal Document that is not approved by the applicant's research institution will not be accepted by the Japan Society for the Promotion of Science.

研究種目名 Research Category	添付ファイル項目 様式のダウンロード Form Download	URL	応募情報入力 Application Information Input
20XX年度 基盤研究(S)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 基盤研究(A)(一般)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 基盤研究(B)(海外学術調査)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 基盤研究(B)(特設分野研究)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 基盤研究(C)(一般)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 基盤研究(C)(一般)	<a href="#">こちらから取得してください</a>	<a href="#">一時保存完了バージョンはこちらから</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 基盤研究(C)(特設分野研究)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 挑戦的萌芽研究	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 挑戦的研究(開拓)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 挑戦的研究(萌芽)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 若手研究(A)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 若手研究(B)	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>
20XX年度 若手研究	<a href="#">こちらから取得してください</a>	<a href="#">科学研究費助成事業ホームページ</a>	<a href="#">* 応募情報入力 Application Information Input</a>

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- 2 The screen showing the notification for multiple applications will appear. Check the contents  
and click [OK].



**Note**

- ※ When applying for the Grant-in-Aid for start-up Research Activity, select (A) or (B) for the application eligibility using the radio button and click [OK].

**応募要件の確認**  
Confirmation of Application Requirements

研究活動スタート支援に応募できる者は、次の者に限定しており、それ以外の者は応募できません。  
該当する応募要件を以下の選択欄から選択して[OK]ボタンをクリックしてください。

Those who can apply for Grant-in-Aid for Research Activity Start-up are limited to the following persons, others can not apply.  
Please select the applicable application requirements from the following options and click the [OK] button.

応募要件 Application Requirements	
<input type="radio"/>	(A) 文部科学省及び日本学術振興会が前年秋に公募を行った研究種目の応募締切日(平成××年××月××日)の翌日以降に科学研究費助成事業の応募資格を得たため、当該研究種目に応募できなかった者
<input checked="" type="radio"/>	(B) 前年度に産前産後の休暇又は育児休業を取得していたため、文部科学省及び日本学術振興会が前年秋に公募を行った研究種目に応募できなかった者
<input type="radio"/>	(C) 文部科学省及び日本学術振興会が前年秋に公募を行った研究種目に応募できなかった者

**OK** キャンセル Cancel

- ※ When applying for the Grant-in-Aid for Scientific Research on Innovative Areas (Research in Proposed Research Area) (continuing research area or completed research area), click [OK] in the screen describing duplicate applications to display the 「応募情報入力(領域選択) (Enter Application Information (Select Area))」 screen.  
Select the research area to apply, number of research group and upper limit of annual budget, and click [Register].

**応募情報入力**  
Enter Application Information

新学術領域研究(研究領域推進型)(継続的研究領域)の研究代表者及び研究分担者については重複応募の制限があります。

There is a limitation when submitting multiple applications for Grant-in-Aid for Scientific Research on Innovative Areas (Continued Research Area) regarding the Principle Investigator and Co-Investigator (kenkyu-buntansha).

1. A researcher can apply for Publicly Offered Research as a Principle Investigator for one research area.  
2. In addition to the above limitation, there may be other limitations when applying for a new project for other research categories or if you have a continued research project. Check limitations on submitting multiple applications described in the Application Procedures for Grants-in-Aid for Scientific Research.

**OK** キャンセル Cancel

**応募情報入力(領域選択)**  
Enter Application Information (Select Area)

応募する研究領域・研究項目番号・各年度の上限金額を選択し、該当の[登録]ボタンをクリックして進んでください。  
Select your application's research area, number of research group, and upper limit of annual budget and click the relevant [Register] button.

研究領域 Number of Research Area	研究領域名 Abbreviated Title of Research Area	研究項目番号 Number of Research Group	各年度の上限金額 Upper Limit of Annual Budget	登録 Registration
1234	○○○○○○○○○ (○○○○○○○○○○○○○○○)	A01	500万円	<b>登録</b> Register
		A02	200万円	登録 Register
		A03	500万円	登録 Register
		A04	300万円	登録 Register
2234	××× (○○○○○○○○○○○○○○○)	A01	400万円	登録 Register
		A02	200万円	登録 Register
		A03	100万円	登録 Register
		A04	400万円	登録 Register
2456	××××××× (○○○○○○○○○○○○○○○)	A01	500万円	登録 Register
2789	×××××××××× (○○○○○○○○○○○○○○○)	A01	500万円	登録 Register
3234	△△△△△△△ (○○○○○○○○○○○○○○○)	A01	500万円	登録 Register
9999	研究未定 (○○○○○○○○○○○○○○○)	×××	300万円	登録 Register

**OK** キャンセル Cancel

[illegible]

- ※ When applying for “Early-Career Scientists”, clicking [OK] on the screen explaining on parallel submission of research proposals will display the “Confirmation of application requirements” screen.

Please select the application requirements and click [Next].

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ヘルプ Help ログアウト Log out

応募者向けメニュー(Menu for Applicant) > 研究計画調査作成(受付中研究種目一覧)(Create Research Proposal Document(List of Research Categories Accepting Applications)) > 応募要件の確認(Confirmation of Application Requirements) > 応募情報入力(Application Information Input) > 応募情報又は研究計画調査確認(Application Information or Research Proposal Document Check) > 応募情報又は研究計画調査確認完了(Application Information or Research Proposal Document Confirmed)

### 応募要件の確認 Confirmation of Application Requirements

若手研究に応募できる者は、次の者に限定しており、それ以外の者は応募できません。  
該当する応募要件を以下の選択肢から選択して「次へ進む」ボタンをクリックしてください。

Those who can apply for Grant-in-Aid for Early-Career Scientists are limited to the following persons, others can not apply.  
Please select the applicable application requirements from the following options and click the [Next] button.

応募要件													
<input type="radio"/>	(1) 2020年4月1日現在で博士号取得後8年未満 (1) As of April 1, 2020 Ph.D. acquired less than 8 years												
<input type="radio"/>	(2) 博士号未取得であるが、2020年4月1日までに博士の学位を取得する予定であり、かつ、2020年4月1日現在で40歳以上 (2) It is planned to acquire Ph.D. by April 1, 2020, although it is not acquired Ph.D., and as of April 1, 2020, it is over 40 years old												
<input type="radio"/>	博士号取得見込み年月 Date of Ph.D. Acquisition 年 月 月取得見込み												
	取得見込み研究機関 Research institute where applicant is planned to acquire Ph.D.												
<input type="radio"/>	(3) 2020年4月1日現在で育児休業等の期間を除くと博士号取得後8年未満 (3) As of April 1, 2020 years acquired Ph.D. except period of childcare leave etc less than 8 years												
<input type="radio"/>	<table border="1"> <thead> <tr> <th>産休または育児期間</th> <th>年(Year)</th> <th>月(Month)</th> </tr> </thead> <tbody> <tr> <td>産休または育児期間1 Period taken for Maternity/Childcare Leave1</td> <td></td> <td></td> </tr> <tr> <td>産休または育児期間2 Period taken for Maternity/Childcare Leave2</td> <td></td> <td></td> </tr> <tr> <td>産休または育児期間3 Period taken for Maternity/Childcare Leave3</td> <td></td> <td></td> </tr> </tbody> </table>	産休または育児期間	年(Year)	月(Month)	産休または育児期間1 Period taken for Maternity/Childcare Leave1			産休または育児期間2 Period taken for Maternity/Childcare Leave2			産休または育児期間3 Period taken for Maternity/Childcare Leave3		
産休または育児期間	年(Year)	月(Month)											
産休または育児期間1 Period taken for Maternity/Childcare Leave1													
産休または育児期間2 Period taken for Maternity/Childcare Leave2													
産休または育児期間3 Period taken for Maternity/Childcare Leave3													
<input type="radio"/>	(4) 博士号未取得または博士号取得見込者であり、かつ、2020年4月1日現在で39歳以下 (4) Ph.D. not yet acquired or planned to obtain Ph.D., and as of April 1, 2020, it is 39 years old or younger												
<input type="radio"/>	(5) 継続申請 ※継続申請を行う場合は、事前に担当課までご連絡の上、本応募要件を選択してください。 (5) Continued Application ※If making continued application, contact the division in charge first, then select the present application requirement.												

次へ進む Next キャンセル Cancel

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- 3 By clicking the [OK] button on the screen for the explanation on the parallel submission of research proposals, the screen of the “Management of Research Proposal Document” appears.

\* There are many kinds of application information to be input, which depend on the research category. Input the application information referring to the process status below.

Details of status on process	
[Yet created]	Entry information is not created. Please click on [Enter Application Information] and create application information from [Enter Application Information] screen. For the creation procedure of the entry information, please refer to ④ ~ ⑩ of "4.4 Enter Application Information and Confirm Contents". When creation is completed, each processing status becomes [Created].
[Creating]	Entry information is temporarily saved. Please click [Resume] to restart the creation of application information that was temporarily saved. For the creation procedure of the entry information, please refer to ④ ~ ⑩ of "4.4 Enter Application Information and Confirm Contents". When creation is completed, each processing status becomes [Created].
[Completed creation]	Creation of application information is completed. Entry information or research plan document has not been created yet. When all the processing status becomes [Created], please prepare application information or study plan document PDF by referring to the procedures of ⑪ to ⑲ of "4.4 Enter Application Information and confirming contents".
[Not subject to creation]	It is application information you do not need to create.

- 4 When clicking the “Enter Application Information” button on the screen of “Management of Research Proposal Document”, the 「応募情報入力 (Enter Application Information) 」 screen

will appear. Click [Japanese→English].

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応募情報入力 **Japanese → English**

画面を表示してから29分経過 最終保存日時: 入力内容は保存されていません。

<注意事項>

- \*のついた項目は必須項目です。
- 入力中に一定時間、ボタン操作をせずに、セッションタイムアウトにより、入力した情報が保存されない場合があります。随時[一時保存]ボタンをクリックして情報を保存して下さい。もし、セッションタイムアウトのエラーメッセージが出た場合は、「電子申請のご案内」ページの「よくあるご質問」をご参照下さい。
- 「研究計画書管理」に戻る場合は、「一時保存をして戻る」ボタンをクリックしてください。
- 複数ウィンドウ(複数タブ)を開いて利用すると、システムが正常に動作しない場合があります。複数ウィンドウでの利用は控えてください。

一時保存をして次へ進む 一時保存 一時保存をして戻る 保存せずに戻る

**令和X(20XX)年度 基盤研究(S) 研究計画書**

新規・継続区分	* [新規] (継続)には、研究計画の大幅な変更を行わなければならない継続の課題のみ該当します。)		
研究計画最終年度 前年度応募の有無	* (継続の場合、研究課題番号を入力) (応募する場合、2020年度が研究期間の最終年度に当たる研究計画の課題番号を入力)		
大区分	一覧		

※PDFファイルには変換されません。

最も関連の深い中区分	一覧	*	
最も関連の深い小区分	一覧	*	
次に関連の深い小区分	一覧	*	

※次に関連の深い小区分については、一覧から参照できません。番号を入力してください。

研究代表者氏名	(フリガナ) タイヒョウ イチロウ		
所属研究機関	(漢字等) 代表 一郎		
部署	(番号) 99999 AAA大学		
職	O/O部 教授		
研究課題名	(40字以内。英文(半角)の場合は200字以内。)		

5 The Enter Application Information screen will appear. Enter the application information.

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Application Information Input **English → Japanese**

29 minutes have been passed since the screen had been displayed. Last Saved Date: The information entered is not saved.

< Note >

- Field marked in asterisk (\*) is mandatory.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click [Save Temporarily] periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- The system may experience problems when multiple windows or tabs are opened. Please avoid an access from multiple windows or tabs.

Save Temporarily and Go to Next Save Temporarily Save Temporarily and Go Back Go Back Without Save

**Research Proposal Document for "Scientific Research (S)" (FY 20XX)**

New proposal or Continued	* [新規(New proposal)] (For Continued, only continued projects facing substantial changes to the research plan will be applicable.)		
Research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project	* (If continued, enter the Research Project Number) (To apply, enter the Grant Number for the Research Plan with FY 2020 as the final year of the research period)		
Broad Section	List	*	

Note: Not converted to PDF

Firstly related to Medium-sized Section	List	*	
Firstly related to Basic Section	List	*	
Secondly related to Basic Section	List	*	

※You can not refer to Secondly related to Basic Section from the list. Please enter the number.

Name of the Principal Investigator	(Pronunciation in katakana) タイヒョウ イチロウ (Kanji etc) 代表 一郎		
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In the case of the Specially Promoted Research, the [Obtain information about continued project] will appear. When Continued is selected in the New or Continued Category, clicking on [Obtain information about continued project] after entering the number of the continued project automatically displays the information including the research title name and confirmed amount. Please verify the information and proceed to application.

29 minutes have been passed since the screen had been displayed. Last Saved Date: XXXXXXXX XXXX

< Note >

- The item with "\*" is mandatory both new proposal and continued.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click [Save Temporarily] periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- The system may experience problems when multiple windows or tabs are opened. Please avoid an access from multiple windows or tabs.

Save Temporarily and Go to Next Save Temporarily Save Temporarily and Go Back Go Back Without Save

Research Proposal Document for "Specially Promoted Research" (FY 2020)

New proposal or Continued \* 新規(New proposal) / 継続(Continued) (If continued, Research Project Number will be applicable.)

If continued, Research Project Number \* (Number) 20 (When the New and Continue is Continued.)

Research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project \*

Review Section (Division) \*

Enter year of

Position (Number) 20 (Japanese) 教授 (Enter if the Position name is different or "S" if "S" is selected.)

Title of Proposed Project \* (Up to 40 characters) (English) (Up to 200 single-byte characters) (Up to 500 double-byte characters or up to 1000 single-byte characters. No line breaks are allowed.)

Research Abstract \*

29 minutes have been passed since the screen had been displayed. Save Temporarily

\* The contents entered on the Research Expenditure and Their Necessity screen are displayed. Unit (Thousand Yen above, US \$ below) Automatically converts \$1 to 100 Yen.

FY	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Sum Total
Research Expenditure (Thousands of Yen)	0	0	0	0	0	0	0	0
Budget (Thousand Yen)	0	0	0	0	0	0	0	0

**Note**

- ※ Characters other than JIS X 0208 or special fonts cannot be used.
- ※ If the system remains idle for a certain period of time, a session time out may clear any information entered. The time elapsed since opening the page is shown at the upper part of the screen. Please click [Save Temporarily] periodically to save the information entered and avoid a session timeout from occurring. For details, please refer to 2.3.2. Enter Application Information.
- ※ If you click [Obtain information about continued project], any information entered in The Title of Proposed Project field is replaced with the title of proposed project for the continued project registered in the electronic application system.
- ※ The last save date is shown at the upper right corner of the screen.

Other Buttons	
[English→Japanese]	Click to switch the Enter Application Information screen Language to Japanese.
[Temporarily Save and Go to Next]	Saves the application information entered and displays the Confirm the Application Information screen.
[Save Temporarily]	Saves the application information entered for temporarily Suspending the procedure.
[Save Temporarily and Go Back]	Save the application information entered, and return to the “Management of Research Proposal Document” screen.
[Go Back Without Saving]	Discarding the whole input registered after the last press on the temporarily saved button, the screen of “Management of Research Proposal Document” reappears.

6 In case of the research category which necessitate the inputs on the project members, enter the Project Members List.

Click [Add] to insert additional fields for the number of Co-Investigators to input the information. You can click [Delete] to remove the unnecessary Co-Investigator field.

Click [▲] on each line, then the input contents on the upper line will be replaced and redisplayed.

Click [▼] on each line, then the input contents of the lower line will be replaced and redisplayed.

[Project Members List (Principal Investigator and Co-Investigator)]

- Click [Add] button if you add Co-Investigator(s) (Co-Is).
- Note: Click [Add] on the left-hand side of the window to insert additional Project Members List fields. Click Delete on the left-hand side of each field to delete unused fields (if any field is not used or no longer required).
- Enter the researcher number of the Co-Investigator and click on the [Search] button, his/her information will be displayed, and click [OK] button. Since the Co-Investigator may belong to more than one research institution, please ask the Co-Investigator at first to confirm which affiliation he/she wishes to list for the application.
- The consent both from Co-Investigator him/herself and his/her research institution should be given on the electronic application system to list him/her on the project members as a Co-Investigator.
- To make a request for Co-Investigators, check the checkbox at "Request" in the "Status of Consent" row and save it temporarily. The researcher registered in the field is provisionally requested to participate in the research project as a Co-Investigator. Check the checkbox again to confirm that you want to request him/her to participate in the research project. (In addition, please contact him/her that you had made the Co-Investigator request on the system.)
- Once the consent by each Co-Investigator is obtained, the term "Return Back" will be displayed in the Status of Consent column of the Co-Investigator. In case pressing the [Save Temporarily] after checking the checkbox at "Return Back" in the Status of Consent column of the Co-Investigator, the status goes back to the status of "Request". The consent from Co-Investigator has not yet been confirmed" and the Co-Investigator is able to correct the input information such as efforts again. Should the registered contents by the Co-Investigators be corrected, please make sure to check. (And also always inform the Co-Investigator that the "Return Back" has been commanded.)
- If you want to update the affiliation information of Co-Investigator, click [Search] button of Co-Investigators Researcher Number, confirm the displayed his/her information, and then click [OK] button. Note that the status of consent will be changed into "Request" when you update the affiliation information of Co-Investigator. You have to follow the process of obtaining consent from Co-Investigators once again.
- Regardless the entry of the consent from the Co-Investigator (including the research institutions to which the Co-Investigator belongs), pressing the [Delete] button enables to delete the frame for the data input. Please take note that you have to follow the same procedure from the beginning, in case you request the identical researcher to become a Co-Investigator again after the [Delete] of the frame above completed.
- You cannot register the researcher, whose status of consent is "Dissented by the Co-Investigator" or "Dissented by the Institution", as a Co-Investigator to the project members. Press [Delete] button on the left hand side of that column and delete the frame into which the data is being entered.
- When you request the researchers to become a Co-Investigator, your official request should be based on the high probability in obtaining the consent from the Co-Investigator-to-be after surely confirming the following items with the researchers.  
①For this research project, the Co-Investigator has to bear responsibility for the implementation of the research project in cooperation with the Principal Investigator.  
②As well as the Co-Investigator understand and comply with both the KAKENHI supplementary conditions (funding conditions) and the terms stipulated in the (a), (b) and (c) below, and to receive a share of KAKENHI from the Principal Investigator and use it properly.  
(a)The Co-Investigator has to recognize that citizens have placed trust in scientific research and that KAKENHI are funded with their tax, and you therefore have to use KAKENHI in a proper and efficient way and refrain from committing research misconduct during my research.  
(b)The Co-Investigator has to fulfill the requirement for the research ethics education coursework either by reading a textbook such as "For the Sound Development of Science - The Attitude of a Conscientious Scientist -" ("For the Sound Development of Science", Editorial Committee on JSPS), by taking an e-Learning course such as the "e-Learning Course on Research Ethics [eL CoRE]" or "APRIN e-learning program (eAPRIN)", or by participating in the research ethics education course conducted at his/her institution based on the "Guidelines for Responding to Misconduct in Research" (Adopted August 26, 2014 by the MEXT), prior to the formal application for grant delivery (or, in case the grant has already been delivered, by the time the "application for approval of change for the Co-Investigator" is submitted by the Principal Investigator to JSPS).  
(c)The Co-Investigator has to understand thoroughly and confirm on what the researchers should consider, in conducting of their researches, from amongst the contents of both the statement "Code of Conduct for Scientists -Revised Version-" by the Science Council of Japan and the booklet "For the Sound Development of Science -The Attitude of a Conscientious Scientist-" by the JSPS, by the time of the formal application for grant delivery of the concerned research project. (Or, by the time when the "application for approval of change of the Co-Investigator" is to be submitted to the JSPS by the Principal Investigator, in case the official grant decision thereof has been already made.)

Status of Consent	Distinction	Name (Age)	Research Institution Academic Unit (School, Faculty, etc.) Position	1. Academic Degree 2. Role in This Project	Research Expenditure for FY 2020 (Thousand Yen)	Effort(%)
	研究代表者 (Principal Investigator)	(Researcher Number) 99999999 (Pronunciation in katakana) ダ <七カ> イチロウ (Kanji etc) 代表者 一郎 (Age) 60 Years Old	AAA大学 AA学部 教授	1.* 2.*	* *	* *
	* 研究分担者(Co-Is) ▼	(Researcher Number) 12345678 (Pronunciation in katakana) (Kanji etc) (Age)		1. 2.*	* *	

Number of Project Members 2

29 minutes have been passed since the screen had been displayed.

Save Temporarily

Save Temporarily and Go to Next Save Temporarily Save Temporarily and Go Back Go Back Without Save Logout

## Note

- ※ As for the "Grant-in-Aid for Transformative Research Areas (A) (Publicly Offered Research)", the "Grant-in-Aid for Early-Career Scientists", the "Grant-in-Aid for Research Activity Start-up", the "Fund for the Promotion of Joint International Research (Fostering Joint International Research (A))" and the "HIRAMEKI ☆ TOKIMEKI SCIENCE –Welcome to a University Research Lab- Science That Inspires and Inspirits", there are no columns related to the project members.



- 9 As for the research categories necessary to obtaining a consent to become a Co-Investigator, at first the request to the Co-Investigator-to-be to do so is required. In case the immediate request is going to be done, click the “Save Temporarily” button with a check mark in the “Request” box.

(b) The Co-Investigator has to fulfill the requirement for the research ethics education coursework either by reading a textbook such as “For the Sound Development of Science – The Attitude of a Conscientious Scientist –” (“For the Sound Development of Science” Editorial Committee on JSPS), by taking an e-Learning course such as the “e-Learning Course on Research Ethics [eL CoRE]” or “APRN e-learning program (eAPRN)”, or by participating in the research ethics education course conducted at his/her institution based on the “Guidelines for Responding to Misconduct in Research” (Adopted August 26, 2014 by the MEXT), prior to the formal application for grant delivery (Or, in case the grant has already been delivered, by the time the “application for approval of change for the Co-Investigator” is submitted by the Principal Investigator to JSPS).

(c) The Co-Investigator has to understand thoroughly and confirm on what the researchers should consider, in conducting of their researches, from amongst the contents of both the statement “Code of Conduct for Scientists – Revised Version –” by the Science Council of Japan and the booklet “For the Sound Development of Science – The Attitude of a Conscientious Scientist –” by the JSPS, by the time of the formal application for grant delivery of the concerned research project. (Or, by the time when the “application for approval of change of the Co-Investigator” is to be submitted to the JSPS by the Principal Investigator, in case the official grant decision thereof has been already made.)

Status of Consent	Distinction	Name (Age)	Research Institution Academic Unit (School, Faculty, etc.) Position	1 Academic Degree 2 Role in This Project	Research Expenditure for FY 2020 (Thousand Yen)	Effort(%)
	研究代表者 (Principal Investigator)	(Researcher Number) 99999999 (Pronunciation in katakana) タイ エカウ イチロウ (Kanji etc) 代表 一郎 (Age) 60 Years Old	AAA大学 AA学部 教授	1. <input type="text"/> 2. <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Request	研究分担者(Co-Is)	(Researcher Number) 12345678 (Pronunciation in katakana) アン タン イチロウ (Kanji etc) 分担 一郎 (Age) 00 Years Old	BBB大学 BB学部 教授	1. <input type="text"/> 2. <input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Project Members 2

29 minutes have been passed since the screen had been displayed.

Save Temporarily

Save Temporarily and Go to Next Save Temporarily Save Temporarily and Go Back Go Back Without Save

Logout

#### Note

- ※ A researcher can apply only one research project for the “Fostering Joint International Research (B)” as a Principal Investigator or a Co-Investigator.
- ※ If the researcher information has been changed on e-Rad, click “Search”, then select researcher information once again from the “Researcher Search Results” screen to reflect the latest researcher information in the “Project Members List”. If the latest researcher information has been updated, obtain the consent once more from the Co-Investigator.

- 10 Once the information entered is verified and the file name of the research proposal document (forms to be uploaded) selected is confirmed, click [Temporarily Save] and Go to Next.

#### Note

- ※ When any mandatory item (shown in \*) is left out or has an error, an error message appears in red and the background of the corresponding field turns pink. Please verify contents of the error and enter the correct information.

- 11 The Confirm the Application Information screen will appear. Check the contents and click  
[Go to Next].

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Help Logout

応募者向けメニュー> 研究計画書作成 (Enter Application Information) > 応募情報又は研究計画書確認 > 応募情報又は研究計画書確認完了

Confirm the Application Information  
29 minutes have been passed since the screen had been displayed.

Research Proposal Document for "Scientific Research (S)" (FY20XX)

New proposal or Continued	新規 (New proposal) / 継続 (Continued) (XXXXXXXXXX)
Research proposal submission in the fiscal year previous to the final fiscal year of the research period of an on-going research project	応募しない (Not Applying) / 応募する (Applying) (XXXXXXXXXX)
Broad Section	A

Note: Not converted to PDF

Firstly related to Medium-sized Section	○○ ○○ ◆ ◆ およびその関連分野 (and related fields)
Firstly related to Basic Section	○○○○ ○ ○ × × 字関連 (○ ○ × × and ○ × × related)
Secondly related to Basic Section	○○○○ ◆ ◆ × × 字関連 (◆ ◆ × × and ◆ × × related)

Name of the Principal Investigator	(Pronunciation in katakana) タイヒョウ イチロウ (Kanji etc) 代表 一郎
Research Institution	(Number) 99999 AAA大学
Academic Unit (School, Faculty, etc.)	○○部
Position	教授
Title of Proposed Project	○○○○○○○○○○○○○○

\* The contents entered in Research Expenditure and Their Necessity screen are displayed.

FY	FY 20XX	FY 20XX	FY 20XX	FY 20XX	FY 20XX	Sum Total
Research Expenditure (Thousands of Yen)	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999

[Researchers who whom the applicant wishes to avoid as persons in charge of the writing of the review comments of the review panel] Note: Not converted to PDF

Name	Research Institution	Academic Unit (School, Faculty, etc.)	Position	Field of Specialization
Family name First name				
Referee Ichiro	BBB University	BB Department	Professor	BB
海外審査 二郎	CCC University	CC Department	Professor	CC

Request for disclosure	審査結果の開示を希望する (Request for disclosure) / 審査結果の開示を希望しない (Not Request for disclosure)
Contact information of the Principal Investigator	Postcode: 123-4567 Address: 東京都○○区○○1-2-3 Phone Number: 03-XXXX-XXXX FAX Number: 03-XXXX-XXXX Email: XXXXXXXX@XXXX.ac.jp

[Project Members List (Principal Investigator and Co-Investigator)]

Status of Consent	Distinction	Name (Age)	Research Institution Academic Unit (School, Faculty, etc.) Position	1 Academic Degree 2 Role in This Project	Research Expenditure for FY20XX (Thousand Yen)	Effort (%)
	研究代表者 (Principal Investigator)	(Researcher Number) 99999999 (Pronunciation in katakana) タイヒョウ イチロウ (Kanji etc) 代表 一郎 (Age) 00才	AAA大学 AA学部 教授	1 ○○○○ 2 ○○○○	XXXXXXX	XXX
Obtained the consent from the Co-1 investigator Obtained the consent from the institution	研究分担者 (Co-1s)	(Researcher Number) 99999999 (Pronunciation in katakana) タイヒョウ イチロウ (Kanji etc) 代表 一郎 (Age) 00才	AAA大学 AA学部 教授	1 ○○○○ 2 ○○○○	XXXXXXX	XXX

Number of Project Members 2

Go to Next Return to Edit Window

Logout

## Note

- ※ If there is any incorrect information, click [Return to Edit Window] to go back to the Enter Application Information screen to correct the information.
- ※ Items stated as "Not converted to PDF file" are not reflected in the research proposal document, so please check on this screen. For the Specially Promoted Research, click 「参照 (Browse)」 in the Process Status List screen after confirming and submitting the information. In the Researchers in related research areas screen opens, you can confirm the information entered in the Researchers in related research areas field.



12 The “Management of Research Proposal Document” screen is displayed. Unless all of the status of process are “Created”, you cannot click “Go to NEXT”. In "Research facility, Existing equipment (or" main existing equipment")", “Detailed explanation of each expense and its necessity (or "research expenses and their necessity ")", "Status of application and acquisition of research grants", just same as in [Research project information], click on [Enter Application Information] to create application information.

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ヘルプ Help ログアウト Log out

応募者向けメニュー(Menu for Applicant) > 研究計画調査管理(Management of Research Proposal Document)

### 研究計画調査管理 Management of Research Proposal Document

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	研究課題名 Title of Research Project	作成日 Date of Creation
令和(20xx)年度 基盤研究(S)	ABCDE大学	〇〇〇における×××の研究	xxxx年xx月xx日

<注意事項>

- 研究計画調査は以下の応募情報を入力して作成します。
- 「主な現有設備」、「研究費の応募・受入等の状況」は、継続応募の場合は作成する必要がありません。
- 「研究課題情報」の新規・継続区分を「継続」にして保存した場合、応募情報入力ボタンが表示されなくなります。
- 「研究費の応募・受入等の状況」は、研究代表者、研究分担者の人数入力が必要です。
- 「研究費の応募・受入等の状況」は、「研究課題情報」で入力した研究組織の研究代表者、研究分担者が表示されます。

< Note >

- By entering the following application information, Research Proposal Document will be created.
- It is not necessary to prepare "Main existing equipment", "The Status of Application and Acquisition of Research Grants" in the case of continued applications.
- If you save the New proposal/Continued classification of "Research project information" as "Continued", the button for application information input will not be displayed.
- It is necessary to enter in "The Status of Application and Acquisition of Research Grants" by the number of Principal Investigator and Co-Investigator(s) (Co-Is).
- Information on Principal Investigator and Co-Investigator(s) (Co-Is) of the Project Members List which entered in "Research project information" column is displayed in the column "The Status of Application and Acquisition of Research Grants".

応募情報 Application Information	処理状況 Processing Status	応募情報入力 Application Information Input
研究課題情報 Research project information	作成済 Created 分担承諾未完了 Consent from the Co-Investigator has not yet obtained.	修正 Modify
主な現有設備 Main existing equipment	未作成 Not created yet	応募情報入力 Enter Application Information
各経費の明細及びその必要性 Details of research expenditure and their necessity	未作成 Not created yet	応募情報入力 Enter Application Information
研究費の応募・受入等の状況 The Status of Application and Acquisition of Research Grants	未作成 Not created yet	応募情報入力 Enter Application Information

<注意事項>

- 添付ファイル項目を全て登録することで、PDFを作成することができます。
- 添付ファイル項目以外の項目が未入力の状態でも、「提出確認用」の通知の入ったPDFを作成することができます。
- 添付ファイル項目についてはWordファイルの代わりにPDFファイルを選択することも可能です。(PDFファイルは添付ファイル項目様式(Word又は本会並びに文部科学省が提供する様式)を基に作成したものに限りです。)
- 添付ファイル項目の頁総数に不足がある場合は、PDF変換時にエラーとなります。
- 添付ファイル項目様式の余白設定を変更すると、エラーとなる場合がありますので、余白設定は変更しないでください。

< Note >

- You can create a PDF file after you finish registering all forms to be uploaded.
- You can create a PDF watermarked as 「提出確認用」(for pre-submission revision) before you enter items other than the items in forms to be uploaded.
- A PDF file can be used instead of a Word file for the forms to be uploaded. (A PDF file must be created using the forms to be uploaded in accordance with the Word file or the format provided by the JSPS or the MEXT).
- If there is a shortage in the total number of pages of the forms to be uploaded, an error will occur during PDF conversion.
- Do not change the margin setting of the forms to be uploaded. Doing so may cause errors.

添付ファイル項目 Forms to be Uploaded	ファイル登録/登録済みファイルダウンロード File Registration / Registered File Download
S-11	登録 Register

次へ進む Next 戻る Return ログアウト Log out

”Enter application information (main existing equipment)”screen will be displayed. Please  
click [Japanese→English] .

**JSPS 科研費電子申請システム** ヘルプ ログアウト

応募情報入力(主な現有設備) **Japanese > English** 画面を表示してから29分経過 最終保存日時:××××年××月××日 ××時××分

<注意事項>

- ・のついた項目は必須項目です。
- ・入力中に一定時間、ボタン操作をせずにおくと、セッションタイムアウトにより、入力した情報が保存されない場合があります。随時[一時保存]ボタンをクリックして情報を保存して下さい。もし、セッションタイムアウトのエラーメッセージが出た場合は、「電子申請のご案内」ページの「よくあるご質問」をご参照下さい。
- ・「研究計画調書管理」に戻る場合は、[一時保存をして戻る]ボタンをクリックしてください。
- ・複数ウィンドウ(複数タブ)を開いて利用すると、システムが正常に動作しない場合があります。複数ウィンドウでのご利用は控えてください。

→ 一時保存をして次へ進む 一時保存 一時保存をして戻る 保存せずに戻る

令和×(20)××年度 基盤研究(S) 研究計画調書

【主な現有設備】

※現有設備を入力する場合、入力画面右側の[追加]ボタンを必要な回数押すことでデータ入力枠が設定されます。使用しない欄(入力したが使用しない場合や全く入力しなかった場合)については、当該欄の左側の[削除]ボタンを押してデータ入力枠を削除してください。

	研究機関	設備名	仕様(形式・性能)	専用・共用 の別	設置 年度 (西暦)	備考
削除				▼		
削除				▼		
追加						

→ 一時保存をして次へ進む 一時保存 一時保存をして戻る 保存せずに戻る ログアウト

Enter Application Information (Main existing equipment) will be displayed and enter “main existing equipment”. Please click “Add” and enter. As for the unused column, please click “Delete”. Please click “Save temporarily and go to next” after confirming the input contents.

Other buttons	
[Save Temporarily]	Save the entered application information and temporarily suspend the work. You can continue working by selecting "Correct document" on the "Applicant menu" screen. (Refer to "2.4.3 Restart")
[Save Temporarily and Go Back]	Save the application information entered, and return to the “Management of Research Proposal Document” screen.
[Return without saving]	Discard the registered content since temporary storage and return to the "Research Proposal Document Management" screen.

[illegible]

“Details of research expenditure and their necessity ” will be also registered.

34

“Enter Application Information (Details of research expenditure and their necessity)” screen will be displayed.

Please click [Japanese→English] .

Japanese → English

画面を表示してから29分経過 最終保存日時: XXXX年XX月XX日 XX時XX分

＜注意事項＞

- ・ \*のついた項目は必須項目です。
- ・ 入力中に一定時間、ボタン操作をせずにおくと、セッションタイムアウトにより、入力した情報が保存されない場合があります。随時[一時保存]ボタンをクリックして情報を保存して下さい。もし、セッションタイムアウトのエラーメッセージが出た場合は、「電子申請のご案内」ページの「よくあるご質問」をご参照下さい。
- ・ 「研究計画読書管理」に戻る場合は、「一時保存をして戻る」ボタンをクリックしてください。
- ・ 複数ウィンドウ(複数タブ)を開いて利用すると、システムが正常に動作しない場合があります。複数ウィンドウでのご利用は控えてください。

→ 一時保存をして次へ進む 一時保存 一時保存をして戻る 保存せずに戻る

令和XX(20XX)年度 研究活動スタート支援 研究計画調書

【研究経費(千円未満の端数は切り捨てる)】

本欄では、各経費の明細およびその必要性・積算根拠について、研究計画調書(添付ファイル項目)を踏まえ入力等をしてください。また、本研究のいずれかの年度において、各費目(設備備品費、旅費、人件費・謝金)が当該年度の全体の研究経費の90%を超える場合及びその他の(消耗品費、その他)の費目で、特に大きな割合を占める経費がある場合には、当該経費の必要性(内訳等)を記述してください。

入力に当たっては、研究計画調書(Web入力項目)作成・入力要件を参照してください。

研究経費と使用内訳は、各経費の明細の入力内容から自動で計算されます。各経費の明細の入力が全て完了したら、再計算ボタンをクリックしてください。

各経費の明細は一時保存時に年度の基題でソートされて保存されます。

CSVファイルの取り込みを行うと、画面の入力内容を破棄し、CSVファイルの入力内容で画面を再表示します。

CSVファイルのフォーマットは、[こちら](#)からダウンロードしてください。

CSVファイルの取り込みは、操作手引きのダウンロードページは右側のヘルプボタンから開くことができます。

画面に表示している各経費の明細の入力内容をCSVファイル形式で出力することができます。出力する場合はCSV出力ボタンをクリックしてください。

参照...

CSV取込 CSV出力

年度	研究経費 (千円)	使用内訳(千円)				
		設備備品費	消耗品費	旅費	人件費・謝金	その他
20XX年度	0	0	0	0	0	0
20XX年度	0	0	0	0	0	0
総計	0	0	0	0	0	0

※ “Application Information InputExpenditure details can be reflected on the screen all at once by importing a designated format CSV file. Click “here” to download the format CSV file, and click “Import CSV File”.

【Research Expenditure (Round off fractions smaller than 1000 yen)】

In this column, details of research expenditures, their necessity and the basis of their estimation should be given in connection with the “Research Proposal Document (forms to be uploaded)” page. If any of the expenditure categories (equipment costs, travel expenses, or personnel cost/honoraria) exceeds 90% of the total yearly expenditure in any FY of the research period, or if the expenditure in category Consumables expenses or Miscellaneous expenses constitutes a significant portion of the total expenditure, the necessity of that spending should be clarified (by showing the itemized breakdown etc.). In filling this column, please refer to the “Procedures for Preparing and Entering Research Proposal Document (to be entered in the Website)”

Research expenditure and usage breakdowns are automatically calculated from the details of each expenses. Please click on the recalculate button when you have completed inputting details of each expenses.

Details of each research expenditure are sorted and saved in ascending order of fiscal year when temporarily saved.

All details of each research expenditure are shown on the screen by importing a CSV file in a specified format. Select CSV file and click Import CSV File button. This will erase the contents you entered. The CSV file contents will be displayed again, instead.

Download the format of CSV file [from here](#).

Read the Operation Manual on the [functionality](#) of CSV file import function for more information. Open the page where you can download Operation Manual by clicking Help button at the upper right.

You can print out the displayed details of each research expenditure you have entered in CSV file format. Click Print CSV File button to print your file.

参照...

Import CSV File Print CSV File

FY	Research Expenditure (Thousands of Yen)	Breakdown (Thousands of Yen)				
		Equipment Costs	Consumables Expenses	Travel Expense	Personnel Cost/Honoraria	Miscellaneous Expenses
FY 20XX	0	0	0	0	0	0
FY 20XX	0	0	0	0	0	0
Sum Total	0	0	0	0	0	0

Please click “Add” and “Research Expenditure” will be displayed. Please click “Delete” and delete the unused column for expenses of Details.

If you click “recalculation”, the amount and the sum total which you entered at present will be displayed.

Japan Society for the Promotion of Science (JSPS) Kakenhi (Grants-in-Aid for Scientific Research)  
Electronic Application System English Version Operation Manual for Researchers (Simplified  
Version) (for Application Procedures)

Research expenditure and usage breakdowns are automatically calculated from the details of each expenses. Please click on the recalculate button when you have completed inputting details of each expenses.  
Details of each research expenditure are sorted and saved in ascending order of fiscal year when temporarily saved.  
All details of each research expenditure are shown on the screen by importing a CSV file in a specified format. Select CSV file and click Import CSV File button.  
This will erase the contents you entered. The CSV file contents will be displayed again, instead.  
Download the format of CSV file from [here](#).  
Read the Operation Manual on the specification of CSV file import function for more information. Open the page where you can download Operation Manual by clicking Help button at the upper right.  
You can print out the displayed details of each research expenditure you have entered in CSV file format. Click Print CSV File button to print your file.

Import CSV File Print CSV File

FY	Research Expenditure (Thousands of Yen)	Breakdown (Thousands of Yen)				
		Equipment Costs	Consumables Expenses	Travel Expense	Personnel Cost/Honoraria	Miscellaneous Expenses
FY 20XX	0	0	0	0	0	0
FY 20XX	0	0	0	0	0	0
Sum Total	0	0	0	0	0	0

[Details of the Equipment Costs and the Consumables Expenses (Round off fractions smaller than 1000 yen.)]

Recalculation

Amount (Thousands of Yen)

Equipment Costs						
	FY	Item (Specification)	Place of Installation (Institution)	Qty	Unit Price	Amount
Delete	*	*	*	0	0	0
Delete	*	*	*	0	0	0

Other buttons.	
[Save Temporarily]	Save entered application Information, and temporarily suspend the work. You can continue working by selecting "Correct document" on the "Applicant menu" screen. (Refer to "2.4.3 Restart")
[Save Temporarily and Go Back ]	Save the application information entered, and return to the "Management of Research Proposal Document" screen.
[Return without saving]	Discard the registered content since temporary storage and return to the "Research proposal document Management" screen.
[Import CSV File]	Expenditure details are reflected on the screen all at once by importing a designated format CSV file. Click "here" at the top of the screen to download the imported CSV file.
[Print CSV File]	Output the expenditure details displayed on the screen in CSV file format.

When you click [Save temporarily and Go to NEXT], the "Confirm the Application Information (Details of research expenditure and their necessity)" screen will be displayed. Confirm the contents and click [Next].

FY	Research Expenditure (Thousands of Yen)	Equipment Costs	Consumables Expenses	Travel Expense	Personnel Cost/Honoraria	Miscellaneous Expenses
FY 20XX	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
FY 20XX	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
FY 20XX	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
FY 20XX	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
FY 20XX	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
Sum Total	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999

[Details of the Equipment Costs(Round down below one thousand yen)]

FY	Item (Specification)	Qty	Unit Price	Amount	Name of Researcher who mainly use and research place of installation (institution).	Purchase Schedule
FY 20XX	XXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	20XX年XX月
FY 20XX	XXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	XX月上旬
FY 20XX	XXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	20XX年XX月
FY 20XX	XXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	20XX年XX月
FY 20XX	XXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	20XX年XX月
Subtotal				9,999,999		

Necessity of the Equipment Costs, Consumables Expenses

[Details of the Consumables Expenses (Round down below one thousand yen)]

FY	Item	Amount
Subtotal		0

Travel Expense

FY	Domestic/Overseas	Item	Amount
FY 20XX	国内旅費(Domestic Travel Expense)	XXXXXXXX	9,999,999
FY 20XX	外国旅費(Overseas Travel Expense)	XXXXXXXX	9,999,999
FY 20XX	国内旅費(Domestic Travel Expense)	XXXXXXXX	9,999,999
FY 20XX	外国旅費(Overseas Travel Expense)	XXXXXXXX	9,999,999
Subtotal			9,999,999

Personnel Cost/Honoraria

FY	Item	Amount
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
Subtotal		9,999,999

Miscellaneous Expenses

FY	Item	Amount
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
FY 20XX	XXXXXXXX	9,999,999
Subtotal		9,999,999

Necessity of Consumables Expenses, Travel Expenses, Personnel Expenses/Honoraria, and Miscellaneous Expenses Items

[Go to Next](#)
[Return to Edit Window](#)

“Research proposal document management” screen will be displayed.

“Status of application and acquisition of Research Grants” will be also registered.

**JSPS 科研費電子申請システム**

ヘルプ Help ログアウト Log out

応募者向けメニュー (Menu for Applicant) > 研究計画調書管理 (Management of Research Proposal Document)

### 研究計画調書管理 Management of Research Proposal Document

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	研究課題名 Title of Research Project	作成日 Date of Creation
令和×(20××)年度 研究活動スタート支援	ABCDE大学	〇〇〇における×××の研究	××××年××月××日

<注意事項>

- 研究計画調書は以下の応募情報を入力して作成します。

< Note >

- By entering the following application information, Research Proposal Document will be created.

応募情報 Application Information	処理状況 Processing Status	応募情報入力 Application Information Input
研究課題情報 Research project information	作成済 Created	修正 Modify
研究経費とその必要性 Research Expenditure and Their Necessity	作成済 Created	修正 Modify
研究費の応募・受入等の状況 The Status of Application and Acquisition of Research Grants	未作成 Not created yet	<b>応募情報入力 Enter Application Information</b>

<注意事項>

- 添付ファイル項目を全て登録することで、PDFを作成することができます。
- 添付ファイル項目以外の項目が未入力の状態でも、「提出確認用」の透かしが入ったPDFを作成することができます。
- 添付ファイル項目についてはWordファイルの代わりにPDFファイルを選択することも可能です。(PDFファイルは添付ファイル項目様式(Word又は本会並びに文部科学省が提供する様式)を基に作成したものに限りです。)
- 添付ファイル項目の真総数に不足がある場合は、PDF変換時にエラーとなります。
- 添付ファイル項目様式の余白設定を変更すると、エラーとなる場合がありますので、余白設定は変更しないでください。

< Note >

- You can create a PDF file after you finish registering all forms to be uploaded.
- You can create a PDF watermarked as 「提出確認用」(for pre-submission revision) before you enter items other than the items in forms to be uploaded.
- A PDF file can be used instead of a Word file for the forms to be uploaded. (A PDF file must be created using the forms to be uploaded in accordance with the Word file or the format provided by the JSPS or the MEXT.)
- If there is a shortage in the total number of pages of the forms to be uploaded, an error will occur during PDF conversion.
- Do not change the margin setting of the forms to be uploaded. Doing so may cause errors.

添付ファイル項目 Forms to be Uploaded	ファイル登録/登録済みファイルダウンロード File Registration / Registered File Download
S-22 <input type="text"/> 参照...	登録 Register

次へ進む Next 戻る Return ログアウト



“Enter Application Information (Status of Application and Acquisition of Research Grants)” screen will be displayed.

Please click [Japanese→English] .

日本語 → English

画面を表示してから20分経過

最終保存日時: XXXX年XX月XX日 XX時XX分

<注意事項>

- ※のついた項目は必須項目です。
- 入力中に、一定時間、ボタン操作をせずにおくと、セッションタイムアウトにより、入力した情報が保存されない場合があります。随時「一時保存」ボタンをクリックして情報を保存して下さい。もし、セッションタイムアウトのエラーメッセージが出た場合は、「電子申請のご案内」ページの「よくあるご質問」をご参照下さい。
- 「研究計画調書管理」に戻る場合は、「一時保存をして戻る」ボタンをクリックして下さい。
- 複数ウィンドウ(複数タブ)を開いて利用すると、システムが正常に動作しない場合があります。複数ウィンドウでのご利用は控えてください。

一時保存をして次へ進む 一時保存 一時保存をして戻る 保存せずに戻る

令和XX(20XX)年度 研究活動スタート支援 研究計画調書

【研究費の応募・受入等の状況】

※研究課題を入力する場合、入力画面左側の「追加」ボタンを必要な回数クリックすることでデータ入力枠が設定されます。使用しない欄(入力したが使用しない場合や全く入力しなかった場合)については、当該欄の左側の「削除」ボタンを押してデータ入力枠を削除して下さい。

本欄は、「研究資金の不合理な重複や過度の集中にならず、研究課題が十分に遂行し得るかどうか」を判断する際に参照しますので、正確に記入して下さい。本研究の研究代表者の、応募時点における(1)応募中の研究費、(2)受入予定の研究費について入力して下さい。具体的な入力内容については、研究計画調書(Web入力項目)作成・入力要領を参照して下さい。

- 「エフォート」欄には、年間の全仕事時間を100%とした場合、それぞれの研究の実施等に必要となる時間の配分率(%)を入力して下さい。
- 所属研究機関内で競争的に配分される研究費についても入力して下さい。

役割	1.資金制度・研究費名(配分欄別名) 2.研究期間 3.研究費種別 4.研究代表者氏名	20XX年度 研究費 (期間全体 額)(千円)	20XX年度 エフォート (%)	研究内容の相違点及び 他の研究費に加えて本応募研究課題に応募する理由 (科研費の研究代表者の場合は、研究期間全体の受入額を記入 すること)
代表	1.【本応募研究課題】研究活動スタート支援 2.20XX年度～20XX年度 3.〇〇〇〇〇〇〇〇〇〇 4.	9,999 (9,999,999)	XX%	総額 9,999,999千円

“Enter Application Information (The Status of Application and Acquisition of Research Grants)” screen will be displayed. Please enter The Status of Application and Acquisition of Research Grants, and click “Temporarily save and Go to NEXT”.

日本語 → English

29 minutes have been passed since the screen had been displayed.

Last Saved Date: XXXXXXXX XXXX

<Note>

- Field marked with asterisk (\*) is mandatory.
- If the system remains idle for a certain period of time, a session time out may clear any information entered. Click [Save Temporarily] periodically to store changes. In such instance, please read the frequently asked questions on the electronic application system information page.
- If you wish to return to "Management of Research Proposal Document", click the [Save Temporarily and Go Back] button.
- The system may experience problems when multiple windows or tabs are opened. Please avoid accessing from multiple windows or tabs.

Save Temporarily and Go to Next Save Temporarily Save Temporarily and Go Back Go Back Without Save

Research Proposal Document for "Research Activity Start-up" (FY 20XX)

【The Status of Application and Acquisition of Research Grants】

\* Click "Add" on the left-hand side of the window to insert additional research project fields. Click "Delete" on the left-hand side of each field to delete unused fields. (If any field is not used or no longer required)

Note: PI(Principal Investigator), Co-PI(s): Co-Investigator(s)

The entries in this column will be referred to in order to ensure that the concentration in the grant allocation is appropriate so that the proposed research all the relevant information on research grants be correctly entered review process and (2) research grant(s) adopted and to be delivered Document (to be entered in the Website) for the specific entry.

- In the "Effort" column, enter the percentage of hours
- If the applicant has acquired competitive research and

Name of the Researcher

(1) Research Grant Application(s) in the Review Process

Role in This Project	1. Funding System/Research Grant Name (Funding Agency Name) (List) 2. Research Period 3. Title of the Research Project 4. Name of the Principal Investigator	Research Budget for FY 20XX (throughout the period) (Unit: thousand yen)	FY 20XX Effort (%)	Distinction of the Research Contents and Reason for Submission of This KAKENHI Application in Addition to the Other Projects (For a KAKENHI grant as Principal Investigator, enter the total research expenditure for the whole research period.)
Delete	1.*Please select "Role" at first. 2.FY * ~FY * 3.* 4.(Family Name) * (First Name)		%	Sum Total: [ ] Thousand Yen
Delete	1.*Please select "Role" at first. 2.FY * ~FY * 3.* 4.(Family Name) * (First Name)		%	Sum Total: [ ] Thousand Yen
Add				

(3) Other Activities  
Total of the Effort in (1), (2) and (3) Above: 100%

Save Temporarily and Go to Next Save Temporarily Save Temporarily and Go Back Go Back Without Save



- 13 As for the “Forms to be uploaded”, select the created files by clicking the “[参照] (Browse)” button in the column of the “Research Proposal Document (forms to be uploaded)” located in the lower part of the screen of the “Management of Research Proposal Document”.

**研究計画調書管理**  
Management of Research Proposal Document

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	研究課題名 Title of Research Project	作成日 Date of Creation
令和X(20XX)年度 研究活動スタート支援	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日

<注意事項>

- 研究計画調書は以下の応募情報を入力して作成します。

<Note>

- By entering the following application information, Research Proposal Document will be created.

応募情報 Application Information	処理状況 Processing Status	応募情報入力 Application Information Input
研究課題情報 Research project information	作成済 Created	修正 Modify
研究経費とその必要性 Research Expenditure and Their Necessity	作成済 Created	修正 Modify
研究費の応募・受入等の状況 The Status of Application and Acquisition of Research Grants	作成済 Created	修正 Modify

<注意事項>

- 添付ファイル項目を全て登録することで、PDFを作成することができます。
- 添付ファイル項目以外の項目が未入力の状態でも、「提出確認用」の追加PDFを作成することができます。
- 添付ファイル項目についてはWordファイルの代わりにPDFファイルを選択することも可能です。(PDFファイルは添付ファイル項目様式(Word又は本会並びに文部科学省が提供する様式)を基に作成したものに限りします。)
- 添付ファイル項目の頁総数に不足がある場合は、PDF変換時にエラーとなります。
- 添付ファイル項目様式の余白設定を変更すると、エラーとなる場合がありますので、余白設定は変更しないでください。

<Note>

- You can create a PDF file after you finish registering all forms to be uploaded.
- You can create a PDF watermark as 「提出確認用」(for pre-submission revision) before you enter items other than the items in forms to be uploaded.
- A PDF file can be used instead of a Word file for the forms to be uploaded. (A PDF file must be created using the forms to be uploaded in accordance with the Word file or the format provided by the JSPS or the MEXT).
- If there is a shortage in the total number of pages of the forms to be uploaded, an error will occur during PDF conversion.
- Do not change the margin setting of the forms to be uploaded. Doing so may cause errors.

添付ファイル項目 Forms to be Uploaded	ファイル登録/登録済みファイルダウンロード File Registration / Registered File Download
S-22	参照... 登録 Register

次へ進む  
Next

戻る  
Return

ログアウト

#### Note

- ※ Uploading files with more than three megabytes on the Research Proposal Document (forms to be uploaded) is not allowed.
- ※ Uploading the “Research Proposal Document (forms to be uploaded)” with the incorrect number of pages or other files including files with inappropriate file format or ones exceeding page limits due to layout changes results in error. Check the uploaded “Research Proposal Document (forms to be uploaded)” according to the error message.
- ※ The beginning of the character string of the research categories which have plural forms to be uploaded are specified is specified. The beginning of the file name should have the specified string.
- ※ When applying for the Transformative Research Areas (A) (Planned Research), there are no items to be selected in the “Research Proposal Document (forms to be uploaded)”. After selecting the area for interview, complete the Research Proposal Document by uploading the Research Proposal Document (forms to be uploaded). For detailed procedures after selection, refer to the section 4.6「ヒアリング対象領域選定後の作成再開（学術変革領域研究（A））（Resume Creating Your Application Information after selecting the area for interview (Grant-in-Aid for Transformative Research Areas (A)))」.
- ※ Except for the following, any file exceeding 3MB cannot be attached to the research proposal document (forms to be uploaded).
  - Research Proposal Document of Grant-in-Aid for Specially Promoted Research . . . 10MB

- Area Plan of Grant-in-Aid for Transformative Research Areas (A) . . . 10MB
  - Research Proposal Document of Grant-in-Aid for Transformative Research Areas (A) . . . 5MB
  - Area Plan of Grant-in-Aid for Transformative Research Areas (B) . . . 6MB
  - Research Proposal Document of Grant-in-Aid for Transformative Research Areas (B) . . . 5MB
  - Research Proposal Document of Grant-in-Aid for Scientific Research (S) . . . 5MB
- ※ Depending on the browser you are using, a button other than the [参照 (Browse)] button may be displayed.

14 The file is registered by clicking the [Register] button.

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ヘルプ  
Help

ログアウト  
Log out

応募者向けメニュー (Menu for Applicant) > 研究計画調査管理 (Management of Research Proposal Document)

研究計画調査管理  
Management of Research Proposal Document

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	研究課題名 Title of Research Project	作成日 Date of Creation
令和(20XX)年度 研究活動スタート支援	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日

<注意事項>

- 研究計画調査書は以下の応募情報を入力して作成します。

< Note >

- By entering the following application information, Research Proposal Document will be created.

応募情報 Application Information	処理状況 Processing Status	応募情報入力 Application Information Input
研究課題情報 Research project information	作成済 Created	修正 Modify
研究経費とその必要性 Research Expenditure and Their Necessity	作成済 Created	修正 Modify
研究費の応募・受入等の状況 The Status of Application and Acquisition of Research Grants	作成済 Created	修正 Modify

<注意事項>

- 添付ファイル項目を全て登録することで、PDFを作成することができます。
- 添付ファイル項目以外の項目が未入力の状態で、「提出確認用」の透かしが入ったPDFを作成することができます。
- 添付ファイル項目についてはWordファイルの代わりにPDFファイルを選択することも可能です。(PDFファイルは添付ファイル項目様式(Word又は本会並びに文部科学省が提供する様式)を基に作成したものに限ります。)
- 添付ファイル項目の頁総数に不足がある場合は、PDF変換時にエラーとなります。
- 添付ファイル項目様式の余白設定を変更すると、エラーとなる場合がありますので、余白設定は変更しないでください。

< Note >

- You can create a PDF file after you finish registering all forms to be uploaded.
- You can create a PDF watermarkmarked as「提出確認用」(for pre-submission revision) before you enter items other than the items in forms to be uploaded.
- A PDF file can be used instead of a Word file for the forms to be uploaded. (A PDF file must be created using the forms to be uploaded in accordance with the Word file or the format provided by the JSPS or the MEXT)
- If there is a shortage in the total number of pages of the forms to be uploaded, an error will occur during PDF conversion.
- Do not change the margin setting of the forms to be uploaded. Doing so may cause errors.

添付ファイル項目 Forms to be Uploaded	ファイル登録/登録済みファイルダウンロード File Registration / Registered File Download
S-22 <input type="text"/> 参照	登録 Register

次へ進む  
Next

戻る  
Return

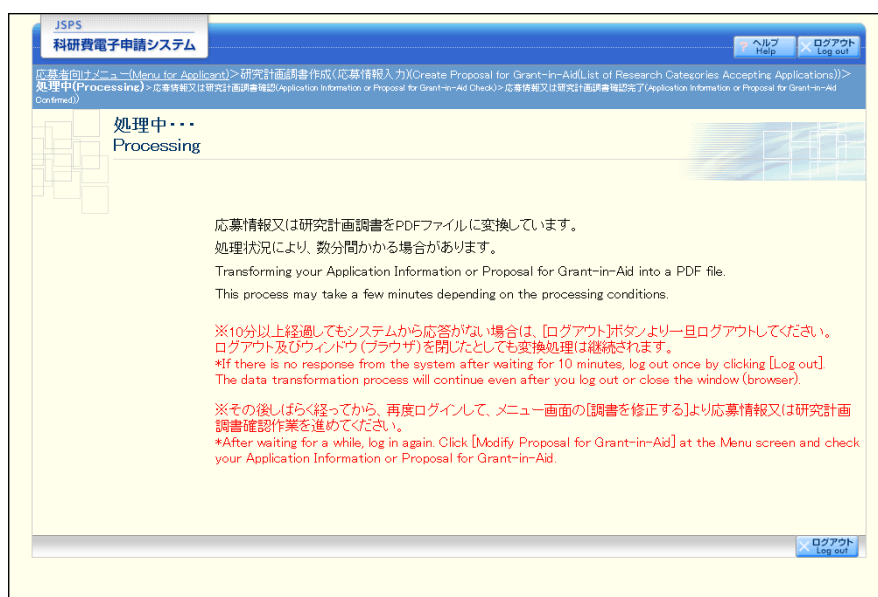
ログアウト

- 15 Having registered all forms to be uploaded and making sure that the processing status for all application information has turned to the “作成済(Completed)”, and then click the “Next” button.

**Note**

- ※ It is possible to click “Next” after uploading the forms to be uploaded, even if all of the application information has not been set to “Created”, however you cannot submit the Research Proposal Document.
- ※ As for research categories requiring consent from a Co-Investigator, it is possible to click “Next” even without consent from the research institution of the Co-Investigator, however you can not submit the Research Proposal Document.

## 16 Convert application information or research planning record to PDF file.



(Processing message appears.)

### Note

- ※ The Conversion process may take several minutes depending on process status.
- ※ If the system remains idle for more than 10 minutes, click 「ログアウト (Logout)」. Logging out or closing the browser window will not affect the conversion process. You can continue from where you left off by logging in again after several minutes and accessing the 「作成中の調書を修正する (Correct Document being edited)」 menu.

17 The 「応募情報又は研究計画調書確認 (Confirm Application Information or Research Plan)」 screen will appear.

Click 「応募情報又は研究計画調書の確認 (Confirm Application Information or Research Plan)」

And verify the application information or research planning record converted to PDF format for potential errors.

※ Please confirm whether the contents of the research proposal document converted to the PDF file are complete.

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ヘルプ Help ログアウト Log out

応募情報又は研究計画調書の確認 (Confirm Application Information or Research Proposal Document Check) > 応募情報又は研究計画調書の確認 (Confirm Application Information or Research Proposal Document Check) > 応募情報又は研究計画調書の確認 (Confirm Application Information or Research Proposal Document Check)

応募情報又は研究計画調書の確認  
Check Application Information or Research Proposal Document

送信した応募情報又は研究計画調書はPDFファイルに変換されました。  
あなたの応募情報又は研究計画調書は今後このPDFファイルで処理されます。  
The transmitted Application Information or Research Proposal Document has been transformed into a PDF file.  
From here on, your Application Information or Research Proposal Document will be processed using this PDF file.

(1) [応募情報又は研究計画調書の確認] ボタンをクリックしてPDFファイルをダウンロードし、内容を確認してください。  
(Check the contents of the PDF file.)  
(As for the Challenging Research (Pioneering/Exploratory), pressing the button to create the converted ZIP file from the two PDF files, the Research Proposal Document (Outline) and the Research Proposal Document (Main body), save the ZIP file in an arbitrary area and check the description of the documents.)

(1) Click [Check Application Information or Research Proposal Document] to download the PDF file.  
Check the contents of the PDF file.  
As for the Challenging Research (Pioneering/Exploratory), pressing the button to create the converted ZIP file from the two PDF files, the Research Proposal Document (Outline) and the Research Proposal Document (Main body), save the ZIP file in an arbitrary area and check the description of the documents.

応募情報又は研究計画調書の確認  
Check Application Information or Research Proposal Document

(2) ダウンロードしたPDFファイルの内容を確認してください。必要に応じて、[修正] ボタンをクリックしてください。応募情報又は研究計画調書は所属研究機関担当者に提出されます。  
不備があった場合には、[修正] ボタンから修正してください。  
(2) If there is no need to change the downloaded PDF file, click [Confirmed/Submit]. By this, your Application Information or Research Proposal Document is submitted to the relevant staff of your research institution.  
If you need to modify the contents of the PDF file, click [Modify] to modify.

確認完了・提出 Confirmed/Submit 修正 Modify

<注意事項>

- 記入内容の確認を行い、[確認完了・提出] ボタンをクリックしないと所属研究機関担当者が承認・確認できません。所属研究機関担当者が承認しないと日本学術振興会に受付されません。なお、新学術領域研究(研究領域提案型)については、所属研究機関担当者が確認することで領域代表者に提出されます。
- PDFファイルの内容を確認するには、Adobe Readerが必要です。まだインストールしていない方は下のボタンをクリックしてインストールしてください。

Adobe Reader

<Important Notes>

- Unless you check the information you entered and click [Confirmed/Submit], the relevant staff of your research institution cannot check/approve your application. Unless the relevant staff of your research institution approves your application, it will not be received by the Japan Society for the Promotion of Science. In cases of applications for Grant-in-Aid for Scientific Research on Innovative Areas, an application is submitted to the Head Investigator after it is confirmed by the relevant staff of your research institution.
- Adobe Reader is required to view the PDF file. If you have not installed Adobe Reader yet, click the button below to install the software.

Adobe Reader

処理状況一覧に戻る (後で確認する)  
Return to List of Processing Status (check later)

ログアウト Log out

\*If there is any application information that is yet to be created or that is being edited, or when a research institution of a Co-Investigator has not given a consent, a watermark showing 「提出確認用(for pre-submission revision)」 will be displayed on the “Research Proposal Document” screen.

\*If there is any application information that is yet to be created or that is being edited, submission will become possible after all application information has been set to “Created”.

\*The submission of the Research Proposal Document will become possible after each research institutions to which all Co-Investigators on the Project Members List belong gives consent.



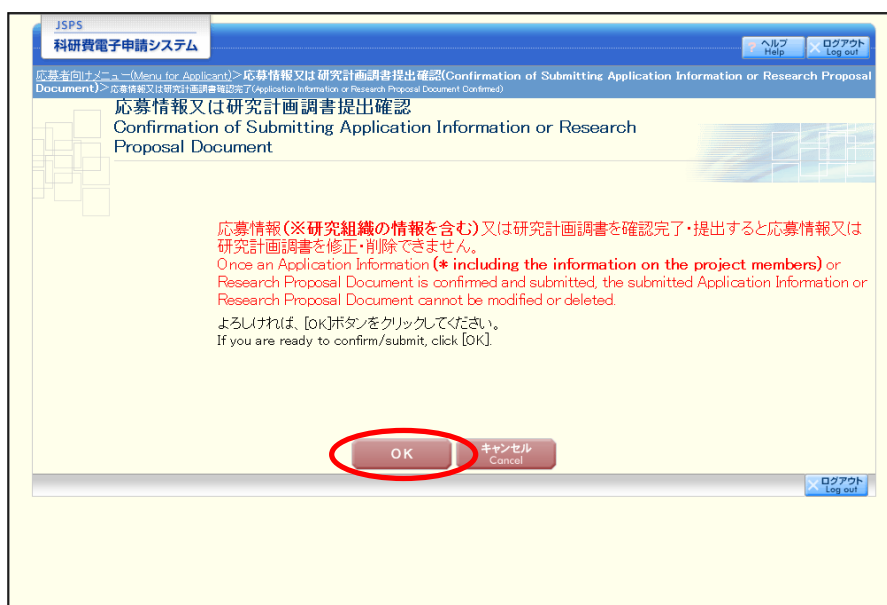
18 If the PDF file contains no errors, return to the 「応募情報又は研究計画調書確認 (Confirm Application Information or Research Plan)」 screen and click 「確認完了・提出 (Confirmation Completed / Submit)」.



**Note**

- ※ If the downloaded PDF file contains errors, click 「修正(Correct)」 to return to the “Management of Research Proposal Document” screen. Please click [Modify] of the application information you wish to modify, return to the “Application Information Input” screen, and enter the application information again or replace the entry content file.
- ※ Be sure to click the 「確認完了・提出 (Compete Confirmation/Submit)」 button. If you do not do so, the person in charge in the institution to which you belong cannot check your application information or the research planning record.

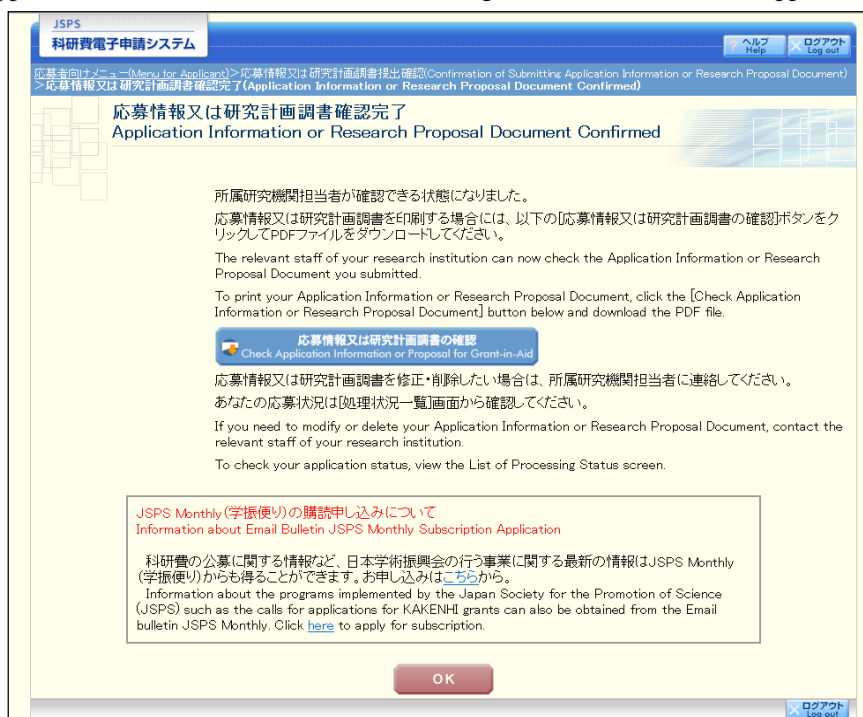
- 19 The 「応募情報又は研究計画調書提出確認 (Confirm Application Information or Research Plan Complete Check) 」 screen will appear. To complete the confirmation of the application information or research planning record and submit, click [OK].



**Note**

- ※ When you click [OK], the application information is sent to the respective research institution personnel. After this stage, the applicant can no longer amend or delete the application information or research plan.
- ※ To correct or delete the application information or the research planning record, the person in charge in the institution to which you belong must "Reject" the application information. In this case, please contact the person in charge.  
Please note that if the application information is in the 「学振受付中(Being accepted by JSPS) 」 or 「学振受理 (Accepted by JSPS) 」 status, the person in charge in the institute to which you belong cannot "reject" the information.

20 The 「応募情報又は研究計画調書確認完了 (Confirm Completion of Confirmation of Application Information or Research Planning Record) 」 screen will appear. Click [OK].



**Note**

- ※ 「The JSPS Monthly (学振便り) の購読申し込みについて (About Subscription to JSPS Monthly (JSPS Letter))」 window is not displayed for the Grant-in-Aid for Scientific Research on Innovative Areas (Research in Proposed Research Area) (Continued Research Areas / Finished Research Areas), Grant-in-Aid for Transformative Research Areas (A) (Publicly Offered Research), Grant-in-Aid for Transformative Research Areas (A) and (B).

## 21 「処理状況一覧 (The Process Status List)」 screen will appear.

The application is complete if 「所属研究機関受付中 (Accepting by Institution to which you belong)」 is displayed in the 「応募状況 (Status of your application)」 column in the right-hand corner.

The screenshot displays the 'List of Processing Status' page. The table below shows the application status for a specific project.

研究種目名 Research Category	提出先機関名 Name of Submission Institution	部局名 Academic Unit	研究課題名 Title of Proposed Project	作成日 Date of Creation	所属研究機関承認日 Date of Approval by Research Institution	応募情報又は研究計画書確認 Check Application Information of Research Proposal Document	応募状況 Application Status
令和(2020)年度 基盤研究(S)	ABC医科大学	××学部	〇〇〇における×××の研究(S)	××××年××月××日		ダウンロード Download	所属研究機関受付中

Below the table, there are 'Important Notes' and a 'Return to Menu' button at the bottom.

Application is finished if 所属研究機関受付中 (Accepting by Institution to which you belong) is displayed.

## 4.5. Resume Creating Your Application Information / Confirm Your Application Information

Resume creating your application information or research planning record that you saved temporarily and is being suspended, or correct your application information or research planning record you have completed.

- 1 Select 「調書を修正する (Correct Record)」 on the 「応募者向けメニュー (Menu for Applicants)」 screen.

The screenshot shows the 'Menu for Applicant' page. Under the 'Application procedure' section, the 'Modify Proposal for Grant-in-Aid' button is circled in red. Below this, there is a table titled '処理状況一覧 (List of Processing Status)'.

研究種目名 Research Category	提出先機関名 Name of Submission Institution	部局名 Academic Unit	研究課題名 Title of Proposed Project	作成日 Date of Creation	所属研究機関 Date of Application by Research Institution	応募情報又は 研究計画書確認 Check Application Information or Research Proposal Document	応募状況 Application Status
令和(2020)年度 特別推進研究	ABUDE大学	××学部	○○○における×××の研究	2020年00月00日			作成中 有期限 期限切れ 削除
令和(2020)年度 特別推進研究	ABUDE大学	××学部	○○○における×××の研究	2020年00月00日		ダウンロード	所屬研究機関 受付中
令和(2020)年度 特別推進研究	ABUDE大学	××学部	○○○における×××の研究	2020年00月00日	2020年00月00日	ダウンロード	学振受理
令和(2020)年度 特別推進研究	ABUDE大学	××学部	○○○における×××の研究	2020年00月00日		ダウンロード	未確認 確認 修正 期限切れ 削除
令和(2020)年度 特別推進研究	ABUDE大学	××学部	○○○における×××の研究	2020年00月00日	2020年00月00日	ダウンロード	学振不受理
令和(2020)年度 特別推進研究	ABUDE大学	××学部	○○○における×××の研究	2020年00月00日	2020年00月00日	ダウンロード	修正 期限切れ 削除
令和(2020)年度 基盤研究(B)	ABC大学	××学部	○○○における×××の研究	2020年00月00日		ダウンロード	所屬研究機関

Description of the Application Status buttons	
「再開 (Resume)」	Jumps to the 「研究計画調書管理 (Management of Research Proposal Document)」 screen to resume creating your application information or research planning record temporarily stored.
「修正 (Correct)」	Jumps to the 「研究計画調書管理 (Management of Research Proposal Document)」 screen to correct your application information or research planning record once
「確認 (Confirm)」	Jumps to the 「応募情報又は研究計画調書確認 (Confirm Application Information or Research Planning Record)」 screen to confirm your application information or research planning record
「削除 (Delete)」	Deletes your application information or research planning record you are creating.

#### 4. 6. Resume Creating Your Application Information after selecting the area for interview (Grant-in-Aid for Transformative Research Areas (A))

If your application for the 「学術変革領域研究 (A) (Grant-in-Aid for Transformative Research Areas (A))」 is selected for an area for interview, you have to create a research planning record by attaching a research proposal document (forms to be uploaded) to your application information you already submitted.

- 1 Select 「調書を修正する (Correct Record)」 on the 「応募者向けメニュー (Menu for Applicants)」 screen.

The screenshot shows the JSPS electronic application system interface. At the top, there's a header with 'JSPS 科研費電子申請システム' and navigation links like 'ヘルプ' (Help) and 'ログアウト' (Log out). Below the header, the main menu for applicants is displayed. The '応募者向けメニュー' (Menu for Applicant) section includes a notice about application procedures and a list of research areas. The '応募手続き' (Application procedure) section is expanded, showing a list of research areas. The '調書を修正する' (Correct Record) button is highlighted with a red circle. Below this, there's a section for '研究成果公開促進費' (Grant-in-Aid for Publication of Scientific Research Results) and a note about creating/modifying research proposal documents.

研究者情報確認  
Researcher Information Check

研究者情報を確認する  
Check researcher information registered with e-Rad

研究者情報を確認する  
Check researcher information

応募手続き  
Application procedure

応募を開始する  
Start the application process

- 特別推進研究  
Grant-in-Aid for Specially Promoted Research
- 新学術領域研究 (研究領域提案型) (継続の研究領域・終了研究領域)  
Grant-in-Aid for Scientific Research on Innovative Areas (Continued or Finished Research Area)
- 学術変革領域研究  
Grant-in-Aid for Transformative Research Areas
- 基礎研究・挑戦的研究・若手研究  
Grant-in-Aid for Scientific Research / Grant-in-Aid for Challenging Research / Grant-in-Aid for Young Scientists
- 研究活動スタート支援  
Grant-in-Aid for Research Activity Start-up
- 特別研究員奨励費 (外国人特別研究員)  
Grant-in-Aid for JSPS Research Fellow (JSPS International Research Fellow)
- 国際共同研究加速基金 (国際共同研究強化 (A))  
Fund for the Promotion of Joint International Research (Fostering Joint International Research (A))
- 国際共同研究加速基金 (国際共同研究強化 (B))  
Fund for the Promotion of Joint International Research (Fostering Joint International Research (B))

研究成果公開促進費  
Grant-in-Aid for Publication of Scientific Research Results

ひらめき☆とめきサイエンス〜ようこそ大学の研究室へ〜KAKENHI  
HIRAMEKI☆ TOKIMORI SCIENCE - Welcome to a University Research Lab - Science That Inspires and Inspirts

※領域計画書を作成・修正する場合は「学術変革領域研究」ボタンをクリックしてください。  
\* To create/modify an Area Plan, click [Grant-in-Aid for Transformative Research Areas].

※特別研究員奨励費 (外国人特別研究員) の研究計画調書を作成・修正する場合は「特別研究員奨励費 (外国人特別研究員)」ボタンをクリックしてください。  
\* To create/modify a Research Proposal Document for JSPS Research Fellow (JSPS International Research Fellow), click [Grant-in-Aid for JSPS Research Fellow (JSPS International Research Fellow)].

すでに作成した調書を修正・確認する場合は、以下から処理を行ってください。  
To modify/check an already created research proposal document, click one of the buttons below.

作成中の調書を修正する  
Modify a research proposal document being created

調書を修正する  
Modify Proposal for Grant-in-Aid

提出した申請の処理状況を確認する  
Check the processing status of a submitted application

処理状況を確認する  
Check processing status

現在XX件申請済みです。(The number of applications submitted: XX)

- 2 The Process Status List screen will appear. If your application is selected for one of the areas for interview, 「ヒアリング対象 (For Interview)」 is displayed in the 「応募状況 (Application Status)」 column in the right-hand corner.

Select 「修正 (Correct)」 in the 「応募状況 (Application Status)」 column.

The screenshot shows the 'List of Processing Status' screen in the JSPS Electronic Application System. The table below represents the data shown in the screenshot:

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	部局名 Academic Unit	研究課題名 Title of Proposed Project	作成日 Date of Creation	所属研究機関承認日 Date of Approval by Research Institution	応募情報又は研究計画書確認 Check Application Information or Research Proposal Document	応募状況 Application Status
令和(2020)年度 学術革新領域研究(A)	〇〇〇〇大学	××学部	第2段階の応募課題(選定後)	XXXX年XX月XX日		ダウンロード Download	ヒアリング対象 修正 Modify

Below the table, there are '注意事項' (Important Notes) and 'Important Notes' in English. At the bottom, there is a 'メニューに戻る' (Return to Menu) button and a 'ログアウト' (Log out) button.



- 3 The “Management of Research Proposal Document” screen is displayed. Click [参照(Browse)] in "Research project information".

**JSPS 科研費電子申請システム**

ヘルプ Help ログアウト Log out

応募者向けメニュー (Menu for Applicant) > 研究計画調書管理 (Management of Research Proposal Document)

### 研究計画調書管理 Management of Research Proposal Document

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	研究課題名 Title of Research Project	作成日 Date of Creation
令和X(20XX)年度 学術変革領域研究(A)	〇〇〇〇大学	第2段階の応募課題 (選定後)	XXXX年XX月XX日

<注意事項>

- 研究計画調書は以下の応募情報を入力して作成します。

< Note >

- By entering the following application information, Research Proposal Document will be created.

応募情報 Application Information	処理状況 Processing Status	応募情報入力 Application Information Input
研究課題情報 Research project information	作成済 Created	<a href="#">参照</a> View
主な現有設備 Main existing equipment	作成中 Creating	<a href="#">再掲</a> Restart
各経費の明細及びその必要性 Details of research expenditure and their necessity	作成中 Creating	<a href="#">再掲</a> Restart
研究費の応募・受入等の状況 The Status of Application and Acquisition of Research Grants	未作成 Not created yet	<a href="#">応募情報入力</a> Application Information Input

<注意事項>

- 添付ファイル項目を全て登録することで、PDFを作成することができます。
- 添付ファイル項目以外の項目が未入力の状態で、「提出確認用」の透かしの入ったPDFを作成することができます。
- 添付ファイル項目についてはWordファイルの代わりにPDFファイルを選択することも可能です。(PDFファイルは添付ファイル項目様式(Word又は本会並びに文部科学省が提供する様式)を基に作成したものに限ります。)
- 添付ファイル項目の直総数に不足がある場合は、PDF変換時にエラーとなります。
- 添付ファイル項目様式の余白設定を変更すると、エラーとなる場合がありますので、余白設定は変更しないでください。

< Note >

- You can create a PDF file after you finish registering all forms to be uploaded.
- You can create a PDF watermarked as 「提出確認用」(for pre-submission revision) before you enter items other than the items in forms to be uploaded.
- A PDF file can be used instead of a Word file for the forms to be uploaded. (A PDF file must be created using the forms to be uploaded in accordance with the Word file or the format provided by the JSPS or the MEXT)
- If there is a shortage in the total number of pages of the forms to be uploaded, an error will occur during PDF conversion.
- Do not change the margin setting of the forms to be uploaded. Doing so may cause errors.

添付ファイル項目 Forms to be Uploaded	ファイル登録/登録済みファイル ダウンロード File Registration / Registered File Download
S-72	<a href="#">登録</a> Register

次へ進む Next 戻る Return

ログアウト Log out

#### 4 The Enter Application Information screen appears.

**JSPS 科研費電子申請システム** ヘルプ ログアウト

応募者向けメニュー > 研究計画調書作成 > 応募情報入力 > 応募情報又は研究計画調書確認 > 応募情報又は研究計画調書提出完了

応募情報入力 Japanese English

画面を表示してから29分経過 最終保存日時: XXXX年XX月XX日 XX時XX分

<注意事項>

- ・\*のついた項目は必須項目です。
- ・入力中に、一定時間、ボタン操作をせずにおくと、セッションタイムアウトにより、入力した情報が保存されない場合があります。もし、セッションタイムアウトのエラーメッセージが出た場合は、「電子申請のご案内」ページの「よくあるご質問」をご参照下さい。
- ・「研究計画調書管理」に落ちる場合は、「一時保存」ボタンをクリックしてください。
- ・複数ウィンドウ(複数タブ)を開いて利用すると、システムが正常に動作しない場合があります。複数ウィンドウでのご利用は控えてください。

令和XX(20XX)年度 学術革新領域研究(A) 研究計画調書

研究区分	計画研究
仮領域番号	AB123
研究項目番号	A01

研究代表者氏名	(フリガナ) タイショウ イチロウ (漢字等) 代表 一郎
所属研究機関	(番号) 99999 ○○○○大学
部署	AA学部
職	教授
研究課題名	第2段階の応募課題(選定後)

【研究経費(千円未満の端数は切り捨てる)】

年度	研究経費 (千円)	使用内訳(千円)				
		設備備品費	消耗品費	旅費	人件費・謝金	その他
2020年度	0	0	0	0	0	0
2021年度	0	0	0	0	0	0
2022年度	0	0	0	0	0	0
2023年度	0	0	0	0	0	0
2024年度	0	0	0	0	0	0
総計	0	0	0	0	0	0

【関連研究分野(小区分)】

	(1)	(2)
小区分	01030	01040
小区分名	○○学関連	××学関連

研究代表者連絡先	〒111-1111 (住所) 東京都○○区△△X-X-X 電話番号: 1111-1111 FAX番号: 1111-1112 Email: mail@email.ne.jp
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【研究組織(研究代表者及び研究分担者)】

承諾状況	区分	氏名(年齢)	所属研究機関 部署 職	1字位 2.5割分担	2020年度 研究経費 (千円)	エフォート(%)
	研究代表者	(研究者番号) 99999999 (フリガナ) タイショウ イチロウ (漢字等) 代表 一郎 (年齢) 00才	AAA大学 AA学部 教授	1.00000 2.00000	X,XXX,XXX	XXX
分担者承諾 機関承諾	研究分担者	(研究者番号) XXXXXXXX (フリガナ) ○○ ○○ (漢字等) ○○ ○○ (年齢) XX才	○○○大学 ○○部 教授	1.00000 2.00000	X,XXX,XXX	XXX

研究組織人数 2名

OK ログアウト

#### Note

- ※ You cannot correct the contents of the application information you entered during time of application.

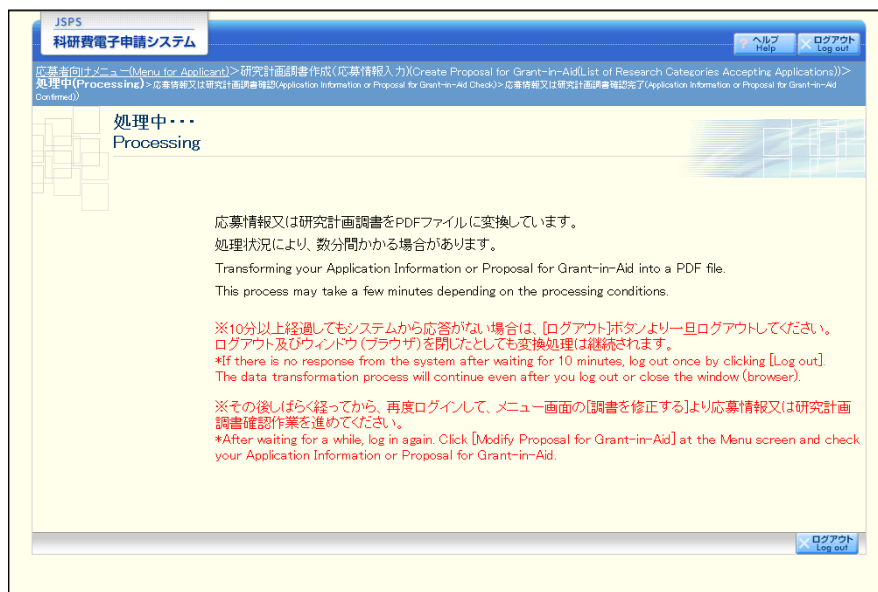
- 5 The "Management of Research Proposal Document" screen is displayed. After inputting the "Research facility/Existing equipment costs", the "Research Expenditure and Their Necessity", and the "The Status of Application and Acquisition of Research Grants" through the column "Enter Application Information", register the forms to be uploaded and then click [Next].

The screenshot shows the 'Management of Research Proposal Document' screen. At the top, there's a header with 'JSPS 科研費電子申請システム' and a navigation menu. Below that, the main title is '研究計画調査管理 Management of Research Proposal Document'. A table displays application details: Research Category (令和(2020)年度 学術変革領域研究(A)), Name of Submission Destination Institution (〇〇〇〇大学), Title of Research Project (第2段階の応募課題(選定後)), and Date of Creation (XXXX年XX月XX日). Below this, there's a section for '注意事項' (Notes) and a table for 'Application Information'. This table lists items like 'Research project information', 'Main existing equipment', 'Details of research expenditure and their necessity', and 'The Status of Application and Acquisition of Research Grants', each with a 'Processing Status' of 'Created' and an 'Application Information Input' status of 'View' or 'Modify'. At the bottom, there's a section for '添付ファイル項目' (Forms to be Uploaded) with a table showing 'S-72' and a '登録' (Register) button. The '次へ進む' (Next) button is circled in red.

**Note**

- ※ The way how to input these three items, "Research facility/Existing equipment costs", the "Research Expenditure and Their Necessity", and the "The Status of Application and Acquisition of Research Grants" is available in the item number 12 in the section 4.4 Enter Application Information and Verify Contents.

6 Convert the research planning record to PDF format.



(Processing message appears.)

**Note**

- ※ The Conversion process may take several minutes depending on process status.
- ※ If the system remains idle for more than 10 minute, click 「ログアウト (Logout)」. Logging out or closing the browser window will not affect the conversion process. You can continue from where you left off by logging in again after several minutes and accessing the 「調書を修正する (Correct Document)」 menu.

7 The 「応募情報又は研究計画調書確認 (Confirm Application Information or Research Plan)」  
screen will appear.

The screenshot shows the JSPS electronic application system interface. At the top, there is a navigation bar with the JSPS logo and the title "科研費電子申請システム". Below this, a breadcrumb trail indicates the current page: "応募情報又は研究計画調書確認 (Application Information or Research Proposal Document Check)". The main heading is "応募情報又は研究計画調書確認" and "Check Application Information or Research Proposal Document".

The main content area contains the following text:

送信した応募情報又は研究計画調書はPDFファイルに変換されました。  
あなたの応募情報又は研究計画調書は今後のPDFファイルで処理されます。  
The transmitted Application Information or Research Proposal Document has been transformed into a PDF file.  
From here on, your Application Information or Research Proposal Document will be processed using this PDF file.

Red text instructions follow:

(1) 応募情報又は研究計画調書の確認ボタンをクリックしてPDFファイルをダウンロードし、内容を確認してください。  
(挑戦的研究(開拓・萌芽)については、研究計画調書(概要版)と研究計画調書(本体)の2つのPDFファイルをまとめたZIPファイルが生成されますので、注意の場所に保存し内容を確認してください。)  
(1) Click [Check Application Information or Research Proposal Document] to download the PDF file.  
Check the contents of the PDF file.  
As for the Challenging Research (Pioneering/Exploratory), pressing the button to create the converted ZIP file from the two PDF files, the Research Proposal Document (Outline) and the Research Proposal Document (Main body), save the new file in an arbitrary area and check the description of the documents.

A blue button labeled "応募情報又は研究計画調書の確認" (Check Application Information or Proposal for Grant-in-Aid) is visible.

Further instructions:

(2) ダウンロードしたPDFファイルの内容に不備がなければ[確認完了・提出]ボタンをクリックしてください。応募情報又は研究計画調書は所属研究機関担当者に提出されます。  
不備があった場合には、[修正]ボタンから修正してください。  
(2) If there is no need to change the downloaded PDF file, click [Confirmed/Submit]. By this, your Application Information or Research Proposal Document is submitted to the relevant staff of your research institution.  
If you need to modify the contents of the PDF file, click [Modify] to modify.

At the bottom, there are two buttons: "確認完了・提出" (Confirmed/Submit) and "修正" (Modify).

Below the buttons, there are two sections: "<注意事項>" (Notes) and "<Important Notes>".

<注意事項>

- 記入内容の確認を行い、[確認完了・提出]ボタンをクリックしないと所属研究機関担当者が承認、確認できません。所属研究機関担当者が承認しないと日本学術振興会に受付されません。なお、新学術領域研究(研究領域提案型)については、所属研究機関担当者が確認することで領域代表者に提出されます。
- PDFファイルの内容を確認するには、Adobe Readerが必要です。まだインストールしていない方は下のボタンをクリックしてインストールしてください。

<Important Notes>

- Unless you check the information you entered and click [Confirmed/Submit], the relevant staff of your research institution cannot check/approve your application. Unless the relevant staff of your research institution approves your application, it will not be received by the Japan Society for the Promotion of Science. In cases of applications for Grant-in-Aid for Scientific Research on Innovative Areas, an application is submitted to the Head Investigator after it is confirmed by the relevant staff of your research institution.
- Adobe Reader is required to view the PDF file. If you have not installed Adobe Reader yet click the button below to install the software.

At the bottom, there is a button labeled "処理状況一覧に戻る (後で確認する)" (Return to List of Processing Status (check later)).

Note

- ※ For more information on operations, please refer to ⑮～⑰ of "4.4Enter Application Information and Verify Contents".

## 4.7. Verify Application Status

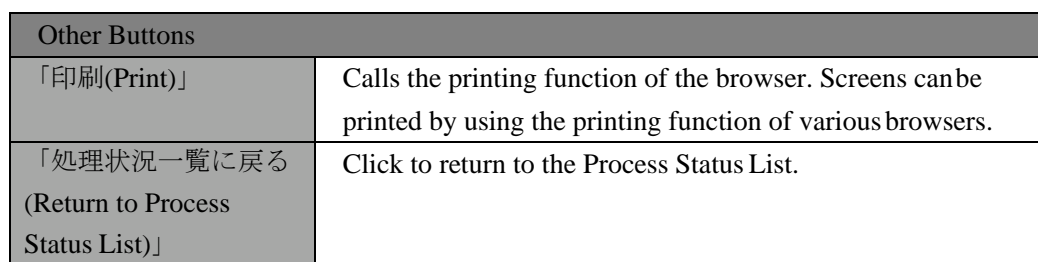
You can confirm the processing status at the institution to which you belong, JSPS, or the area representative-side of your application information or research planning record you submitted.

- 1 Display the 「処理状況一覧 (List of Processing Status)」 by using the same operations as "4.5 Resume Creating Your Application information / Confirm Your Application Information", and confirm the 「応募状況 (Application Status)」 column of the list.

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	部署名 Academic unit	研究課題名 Title of Proposed Project	作成日 Date of Creation	所属研究機関承認日 Date of Approval by Research Institution	応募情報又は研究計画書確認 Check Application Information or Research Proposal Document	応募状況 Application Status
令和X(20XX)年度 特別推進研究	ABCDE大学	XX学部	〇〇〇におけるXXXの研究	XXXX年XX月XX日			作成中 再開 削除
令和X(20XX)年度 特別推進研究	ABCDE大学	XX学部	〇〇〇におけるXXXの研究	XXXX年XX月XX日		ダウンロード	所属研究機関受付中
令和X(20XX)年度 特別推進研究	ABCDE大学	XX学部	〇〇〇におけるXXXの研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード	学振受理
令和X(20XX)年度 特別推進研究	ABCDE大学	XX学部	〇〇〇におけるXXXの研究	XXXX年XX月XX日		ダウンロード	未確認 確認 修正 削除
令和X(20XX)年度 特別推進研究	ABCDE大学	XX学部	〇〇〇におけるXXXの研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード	学振不受理
令和X(20XX)年度 特別推進研究	ABCDE大学	XX学部	〇〇〇におけるXXXの研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード	修正依頼 修正 削除
令和X(20XX)年度 基盤研究(S)	ABC医科大学	XX学部	〇〇〇におけるXXXの研究(S)	XXXX年XX月XX日		ダウンロード	所属研究機関

Descriptions of Application Status	
「作成中 (Creating)」	The applicant is in the middle of entering their application information. The applicant can resume creating the application information or research planning record by clicking the 「再開 (Resume)」 button.
「未確認 (Unconfirmed)」	The PDF file of the application information or research planning record has not been confirmed by the applicant. The application information or the research planning record cannot be accepted by the institution to which the applicant belongs to unless he/she clicks the 「確認完了・提出 (Complete Confirmation/Submit)」 button after checking for any mistakes in the information of his/her application information or research planning record downloaded in the .pdf format.
「所属研究機関受付中 (Accepted by the Institution Applicant)」 belongs to	The application information or research planning record has been accepted by the institution to which the applicant belongs to, but not submitted to the JSPS from the institution yet. If the status is not changed even when the deadline for application is approaching, please contact the area representative.
「領域代表者確認中(Being	The application information or research planning record is accepted by the area representative. If the status is not changed even when the deadline for

Descriptions of Application Status	
Confirmed by Area Rep)」	The application is approaching, please contact the area representative.
「領域代表者 確定済み (Confirmed by Area Rep)」	The application or research planning record has been confirmed by the area representative. If the status is not changed even when the deadline for application is approaching, please contact the area representative.
「領域代表者 受付締切 (Stopped Accepting by Area Rep)」	The area representative stopped accepting the application information or research planning records. If you would like to submit the application information or research planning record, please contact the area representative.
「領域代表者 所属研究機関 受付中 (Accepted by Institution to which Area Rep belongs to)」	The application information or research planning record has been accepted by the institution to which the area representative belongs to, but not submitted to the JSPS from the institution yet. If the status is not changed even when the deadline for application is approaching, please contact the area representative.
「学振受付中 (Accepting by JSPS)」	The application information or research planning record submitted by the applicant has been approved by the person in charge in the institution to which the applicant belongs, and accepted by JSPS.
「所属研究機 関却下 (Rejected by Institution to which Applicant belongs)」	The application information or research planning record submitted by the applicant has been rejected by the person in charge in the institution to which the applicant belongs to, or the person in charge in the department. For the reasons for rejection, please contact the person in charge in the institution to which the applicant belongs to, or in the department.
「領域代表者 却下 (Rejected by Area Rep)」	The application information or research planning record has been rejected by the area representative. For the reasons for rejection, please contact the area representative.
「学振受理 (Accepted by JSPS)」	The application information or research planning record submitted has been accepted by JSPS.
「学振不受理 (Refused by JSPS)」	The application information or research planning record submitted has been refused by JSPS.





#### 4. 8. A consent to become a Co-Investigator

**A declaration by a consent or a dissent is required if the researchers received a request to become a Co-Investigator. The procedures to do so are as follows below.**

- 1 Being requested to become a co-Investigator, the column of the “Consent to Become a Co-Investigator” is displayed on the screen of the “Menu for Applicant”.  
Click the button “Give a Consent to Become a Co-Investigator”.

The screenshot shows the 'Menu for Applicant' page of the JSPS electronic application system. The page is titled 'Menu for Applicant' and features a blue header with the JSPS logo and navigation links. The main content area is divided into several sections. A red box highlights the 'Consent to Become a Co-Investigator' section, which includes a button labeled 'Give a Consent to Become a Co-Investigator'. The button is also circled in red. The text next to the button indicates that the number of items waiting for a consent is 000.

#### Note

- ※ No request, no display of the column of the “Consent to Become a Co-Investigator”.

2 The screen of the “List of Consent Request of the Co-Investigator” is displayed.

Click the “Register” button.

研究種目名 Research Category	研究代表者氏名 Principal Investigator Name	所属研究機関名・部局名・職名 Research Institution/Academic Unit/Position	研究課題名 Title of Research Project	依頼先機関名・部局名 Request Destination Institution Name and Academic Unit Name	承諾状況 Status of Consent
令和X(20XX)年度 特別推進研究	特推 進一郎	XX大学・XX学部・特任教授	XXXXXXXXXX	XX大学・XX学部	分担者未確認 The consent from Co-I investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 学術革新領域研究(A)	学変 三郎	XX大学・XX学部・教授	XXXXXXXXXX	BBB大学・BB学部	分担者未確認 The consent from Co-I investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 基盤研究(S)	基盤 一郎	XX大学・XX学部・教授	XXXXXXXXXX	CCC大学・CC学部	分担者未確認 The consent from Co-I investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 基盤研究(C)一般	基盤 次郎	XX大学・XX学部・教授	XXXXXXXXXX	XX大学・XX学部	分担者未確認 The consent from Co-I investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 国際共同研究加建基金(国際共同研究強化(B))	応募 一郎	XX大学・XX学部・特任教授	XXXXXXXXXX	EEE大学・EE学部	分担者未確認 The consent from Co-I investigator has not yet been confirmed. 登録 Register

<注意事項>

- 一度研究分担者の依頼承諾すると研究分担者側から承諾内容を変更することはできません。変更が必要な場合は各自研究代表者へ連絡し、差戻しの依頼を行ってください。研究代表者が差戻し手続きを行った後、内容の変更が可能です。

<Important Notes>

- Once you have given your consent to the request to become a Co-Investigator, you cannot modify any content you have agreed with on this system from your side. In case that you need to make modification, contact and request directly the Principal Investigator to conduct a return back process on this system. Then you can modify the contents you have entered after the Principal Investigator has completed the process on this system.

メニューに戻る  
Return to Menu

3 The “Registration of Co-Investigators’ Consent/Dissent” screen will appear.

Click [Japanese→English].

研究分担者承諾・不承諾登録

Japanese • English

以下の応募者からの研究分担者の承諾・不承諾を登録します。

よろしければ、[OK]ボタンをクリックしてください。

<注意事項>

- 国際共同研究強化(B)には、研究代表者、研究分担者を通じ、1研究課題のみ応募することができます。このため、研究分担者になる場合には、自身が研究代表者となることがないか、他の研究課題の研究分担者となることがないか、十分検討を行った上で承諾をください。  
(研究分担者承諾後に承諾を取り消すことはできませんが、研究代表者が電子申請システム上で削除の作業をすることが必要です。)

研究種目名	令和X(20XX)年度 国際共同研究加建基金(国際共同研究強化(B))
氏名	(漢字等)(姓) 応募 (名) 一郎
所属研究機関名	XX大学
部局名	XX学部
職名	特任教授
研究課題名	XXXXXXXXXX

研究分担者

☒ 承諾  
☐ 不承諾

研究分担者になることを承諾する場合は、以下の内容を確認しチェックボックスにチェックを入れてください。

☐ 標記研究課題について、研究計画の遂行に関して研究代表者と協力しつつ、補助事業者として研究遂行責任を分担して研究活動を行う研究分担者となることを承諾します。

4 The screen of the “Registration of Co-Investigators’ Consent/Dissent” is displayed.

After checking the all contents on the screen, select the Consent or the Dissent and input necessary items. Then click [OK] button.

**Registration of Co-Investigators' Consent/Dissent** English • Japanese

Register consent/dissent of Co-Investigator requested from below applicant.

If it is OK with you, click [OK] button.

<Note>

- You can propose no more than one project for the Fostering Joint International Research (B) either as a Principal investigator or a Co-Investigator. Please carefully examine when you give a consent to become a Co-Investigator: if you will propose other project as a Principal investigator, if you will give a consent to become a Co-Investigator for other research projects. On the electronic application system, you can cancel the "Consent" you have given to a Co-Investigator request from the Principal investigator. (Note that the Principal investigator must delete the registered data of the Co-Investigator who canceled his/her "Consent".)

Research Category	令和(20XX)年度 国際共同研究加速基金(国際共同研究強化(B))
Name	(Kanji etc.) (Family Name)応募 (First Name)一郎 (Pronunciation in katakana) (Family Name)オウボ (First Name)イチロウ
Research Institution	XX大学
Academic Unit	XX学部
Position	特任教授
Title of Research Project	XXXXXXXXXX

Co-Investigator

☒ Consent  
☐ Dissent

If you consent to become a Co-Investigator, check the contents below and check the checkbox.

☐ For this research project, I consent to become a Co-Investigator who bears responsibility for the implementation of the research project.

5 The screen of the “Consent/Dissent of Co-Investigator Registered” is displayed.

After checking the all contents on the screen, by clicking [OK] button, the screen of the “List of Consent Status of the Co-Investigator” appears.

**Consent/Dissent of Co-Investigator Registered**

Consent/Dissent of Co-Investigator from the applicant below has been registered.

Research Category	令和(20XX)年度 国際共同研究加速基金(国際共同研究強化(B))
Name	(Kanji etc.) (Family Name)応募 (First Name)一郎 (Pronunciation in katakana) (Family Name)オウボ (First Name)イチロウ
Research Institution	XX大学
Academic Unit	XX学部
Position	特任教授
Title of Research Project	XXXXXXXXXX

Co-Investigator

☒ Consent

Academic Degree

Effort(%)

30%

Early-Career Researcher

I will apply as an Early-Career Researcher. / I will not apply as an Early-Career Researcher.

application requirements

(2) Be a researcher who is less than 8 years after his/her acquisition of Ph.D. (as of April 1st, 2020) except period of childcare leave etc. (prenatal/postpartum break, childcare leave).

Period Taken for Maternity/Childcare Leave

XXXX Year XX Month - XXXX Year XX Month  
XXXX Year XX Month - XXXX Year XX Month

Reason for the Dissent

OK

- 6 After checking the all contents on the screen, by clicking [OK] button, the screen of the “List of Consent Status of the Co-Investigator” appears. After giving a consent, the consent from an administrative staff of the research institution to which the Co-I-to-be belongs is required. Make sure that the column of the “Status of Consent” on the right side of the screen shows the “Obtained the Consent from the Co-Investigator/Consent from the institution has not yet been obtained”. When the administrative staff of the institution gives a consent, the indication turns into the “Obtained the Consent from the Co-Investigator/institution”.

研究種目名 Research Category	研究代表者氏名 Principal Investigator Name	所属研究機関名・部署名・職名 Research Institution/Academic Unit Position	研究課題名 Title of Research Project	依頼先機関名・部署名 Request Destination Institution Name and Academic Unit Name	承諾状況 Status of Consent
令和X(20XX)年度 特別推進研究	特推 進一郎	XX大学・XX学部・特任教授	XXXXXXXXXX	XX大学・XX学部	分担者未確認 The consent from Co-Investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 学術変革領域研究(A)	学変 三郎	XX大学・XX学部・教授	XXXXXXXXXX	BBB大学・BB学部	分担者未確認 The consent from Co-Investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 基盤研究(S)	基盤 一郎	XX大学・XX学部・教授	XXXXXXXXXX	CCC大学・CC学部	分担者未確認 The consent from Co-Investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 基盤研究(C)一般	基盤 次郎	XX大学・XX学部・教授	XXXXXXXXXX	XX大学・XX学部	分担者未確認 The consent from Co-Investigator has not yet been confirmed. 登録 Register
令和X(20XX)年度 国際共同研究加速基金(国際共同研究強化(B))	応募 一郎	XX大学・XX学部・特任教授	XXXXXXXXXX	EEE大学・EE学部	分担者承諾 機関承諾未完了 Obtained the consent from the Co-Investigator or Consent from the institution has not yet obtained.

<注意事項>

- 一度研究分担者の依頼を承諾すると研究分担者側の依頼を行ってください。研究代表者が差戻し手続きを行います。

<Important Notes>

- Once you have given your consent to the request to your side. In case that you need to make modification system. Then you can modify the contents you have

After obtaining a consent from the research institution, the screen shows the “Obtained the consent from the Co-Investigator/institution”.

**Note**

- ※ A researcher can apply only one research project for the “Fostering Joint International Research (B)” as a Principal Investigator or a Co-Investigator. When Co-I wishes to cancel the consent to become a Co-I after have giving the consent, the Co-I contacts the PI and asks the PI to delete it from the project members list on the PI’s screen of the application information input.

## 4. 9. Email Address Registration

Follow the procedure below to register or update your email address.

- 1 Click [修正 (Edit)] in the 「Email アドレス (Email Address)」 field of the 「研究者情報確認 (Verify Researcher Information)」 screen.

The screenshot shows the 'Verify Researcher Information' screen. The 'Email アドレス (Email Address)' field is highlighted with a red circle, and the '修正 (Edit)' button is circled in red.

研究者情報確認 (Researcher Information Check)	
氏名 (Name)	(漢字等) (姓) 応募 (名) 一郎
研究者番号 (Researcher number)	XXXXXXXX
生年月日 (Birth date)	XXXX年XX月XX日
所属研究機関名 (Research Institution)	(番号) 99999 (和文) XX大学 (英文) University of XXXX
部局名 (Academic unit)	(番号) 999 (和文) XX学部
職名 (Position)	(番号) 20 (和文) 特任教授
研究者情報最終更新日 (Researcher information last updated date)	20XX年XX月XX
Emailアドレス1 (E-mail address 1)	AXXXXX-XXXX@xxxx.ne.jp
Emailアドレス2 (E-mail address 2)	BXXXXX-XXXX@xxxx.ne.jp

### Note

- ※ The 「メールアドレス登録 (Email Address Registration)」 screen appears during initial login.

The screenshot shows the 'Applicant Login' screen. The 'ログイン (Log in)' button is circled in red, and an arrow points to the 'メールアドレス登録 (E-mail Address Registration)' screen.

メールアドレス登録 (E-mail Address Registration)

メールアドレスを登録すると、制度改善等に関する情報を配信します。  
Register your e-mail address to receive information about the program such as improvements made to the program.

☒ 登録する (I will register my e-mail address.)

Emailアドレス1 (E-mail address 1):

上記以外のメールアドレスがある場合は、「Emailアドレス2」を登録してください。  
Register another e-mail address if you have an address in addition to the above address.

Emailアドレス2 (E-mail address 2):

☐ 登録しない (I will not register my e-mail address)

OK キャンセル

- 2 The 「メールアドレス登録(E-mail Address Registration)」 screen appears.  
Tick [登録する(Register)] and enter your email address.

**Note**

- ※ Tick [登録しない(Do Not Register)] if you do not wish to register your email address.
- ※ When registering multiple email addresses, enter your email address in 「Email アドレス 2 (EmailAddress 2)」 as well.

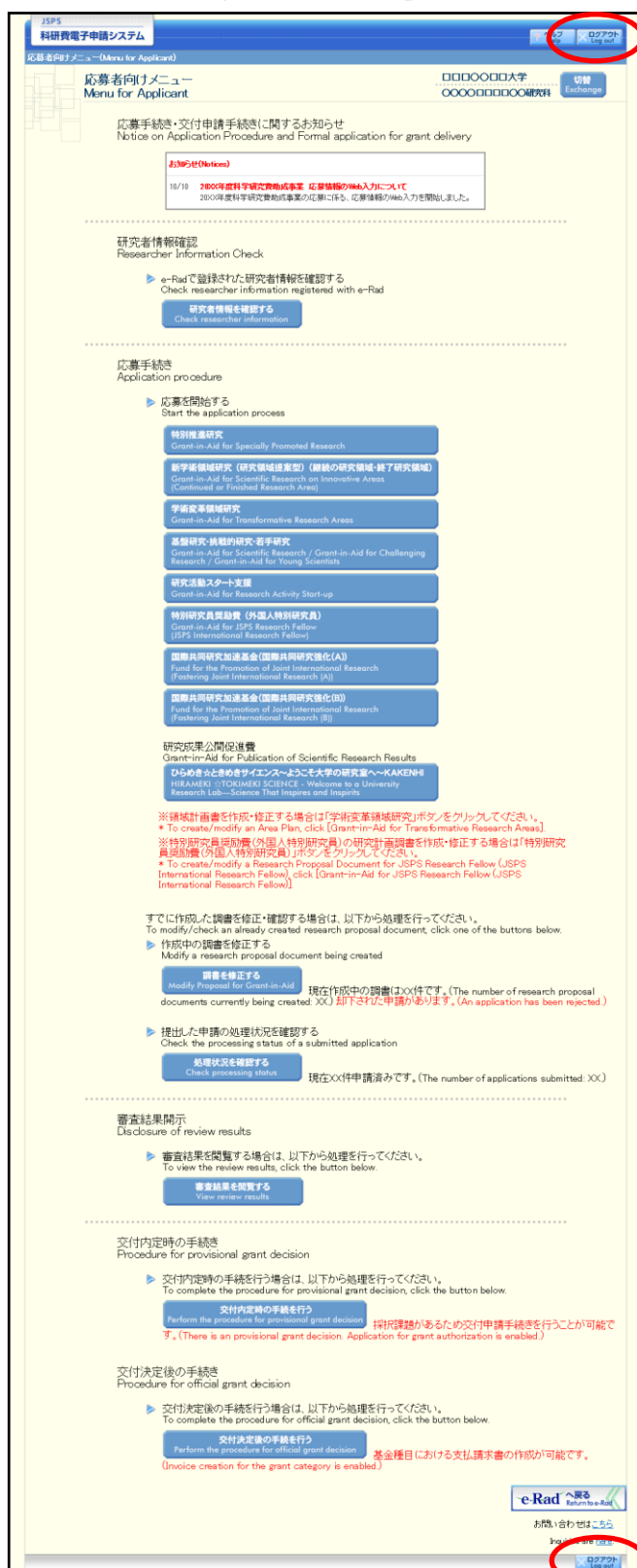
**【Other button】**

[キャンセル (Cancel)]	Go back to 「応募者向けメニュー(Menu for applicant)」 screen without registering your email address.
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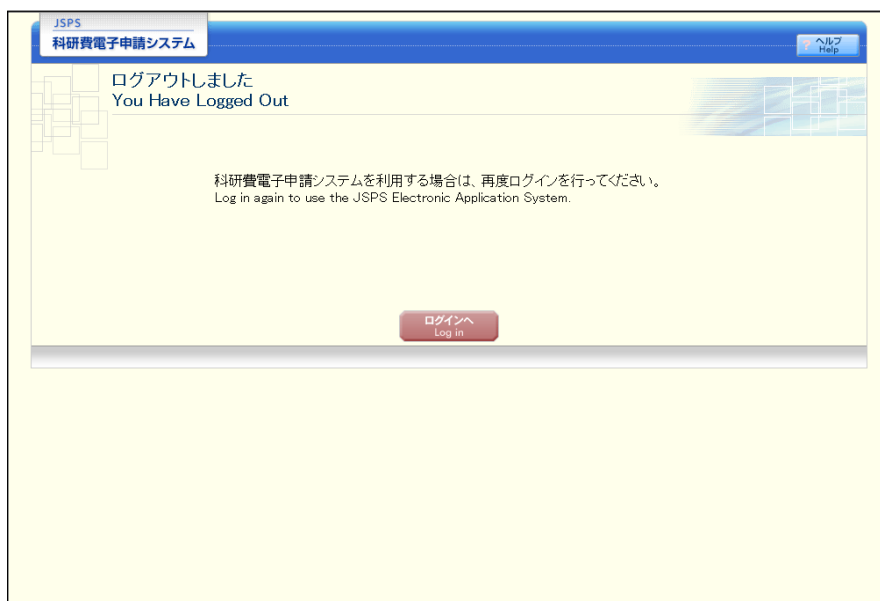
- 3 The 「メールアドレス登録完了(E-mail Address Registration Complete)」 screen appears.  
Check the email address entered and click [OK] to confirm.

## 4.10. Logout

- 1 Click 「ログアウト (Logout)」 at the top or the bottom of the screen.



- 2 When the logout is complete, 「ログアウトしました (You have been logged out) 」 message will appear.



- 3 Close the Web browser.