

大学共同利用機関法人

情報・システム研究機構

Research Organization of Information and Systems

JROIS2 User Operation manual (for ISEE)

Login	Log in JROIS2	P2
Apply	Select Division to apply to	P3
	Select an offer	P3
	Enter information	P4
	Upload files (application form)	P4
	Submit	P5
	Confirm the submitted application data (Applicant)	P6
	Confirm the submitted application data (Coordinator)	P7
Check Review Results	Check Review Results	P8
Report	Submit a report	P9
Inquiry	Inquiry reception	P10
	Inquiry to the system administrator	P11
	Inquiry to office staff	P12
	Research organization change / Transfer application	P13
Revision history		P14

Version 6.1

Revised Date : 2026/8/5

Login

1 . Access to <https://jrois2.jrois.isee.nagoya-u.ac.jp>

Click either **Japanese** or **English** to set display language.

JROIS [ROIS_DEV] EN

Joint-Research On-line Integrated System

操作開始(日本語) Start(English)

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簡易操作マニュアル / ユーザー向けマニュアル スタッフ向けマニュアル Simplified Operation manual

各機関の共同利用・共同研究公開情報 JROIS2の特徴

システム管理者からのお知らせ：2024.4.8 テスト環境のシステム改修を行いました。 改版履歴(テスト環境)

ISER Institute for Space-Earth Environmental Research, Nagoya University
名古屋大学宇宙地球環境研究所からのお知らせ (テスト)

ROIS Office for the Development of Interdisciplinary Research Strategy
融合研究戦略室からのお知らせ (テスト)

Click either [操作開始(日本語)] **Japanese** or [Start(English)] **English**

Recommended Browser (Latest Version)

<Windows>

Google Chrome

Microsoft Edge

<Mac OS>

Safari

Click here to get this manual.

Information from the system administrator.

Information from the office staff.

2. Log in JROIS2

If you have an Account of this system, enter your Email address and Password and click “**login**”.

If you do not have any Account of this system, , click "**Account Services**" menu above to register an account.

If you forget your password, click "**Account Services**" menu above to renew password.

New registration.

Follow the instructions on the ‘Account Service’ screen and enter a valid e-mail address and a password of at least 8 characters, etc. Then **click on the URL in the email sent to the address** you entered to complete your registration.

After logging in for the first time, the ‘Edit User’ screen will appear, asking you to register your ‘Display Name’, ‘Contact tel number’ and ‘Organisation or “Personal”’.

JROIS LOGIN Account Service [ROIS] EN

LOGIN

Email

Password

Login

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Account registration is required when applying or when checking application forms for which you are the coordinator. It is not mandatory for coordinator to check application forms on system.

Note: Applications can only be checked by a coordinator who is logged in with an email address that matches the coordinator's email address on the application form.

When you receive the “Application received email”, if the email address is not the same as the you registered for your account, please contact and ask the office to correct the coordinator's email address on the application form. If you have not yet registered, please register an account with the email address.

Apply

1. Select Division to apply to

“Division to apply to” is displayed.

Select division to which you are submitting your application.

※To submit a report, click “**Application List**” menu above and click the application ID to be submitted to.
A list of offers by all divisions can also be displayed.

JROIS
Account Service
Division to apply to
Application List
Edit User
[Nagoya ISEE]
user_rois
EN

Division to apply to

For submitting an application, please select the division for which you are applying.

For submitting a report, please click the "Application List" menu above and click the application ID to be submitted to.

[Click here to view a list of offers by all divisions.](#)



名古屋大学宇宙地球環境研究所(ISEE)
Institute for Space-Earth Environmental
Research, Nagoya University



融合研究戦略室(ODIRS)
Office for the Development of Interdisciplinary
Research Strategy

2. Select an offer

“Offer List” is displayed. It is only a list of offers and notice by the selected division.

*At first, a list of offers in **the latest fiscal year** is displayed.

To see a list of offers in the different year, click the year.

*Use the filter function if necessary.

Click the “Apply” button of the offer for that you are applying for.

***The application needs to be made by the Principal Investigator.**

JROIS
Account Service
Division to apply to
Application List
Edit User
[Nagoya ISEE]
user_rois
EN

Offer List

Div.
Notification

ISEE
ISEEお知らせ（テスト）

2024 Fiscal year
The application needs to be made by the Principal Investigator.
2024
2023
2022
2021
2020
2019

Please confirm application guide from link on division's logo

Application Deadline filter

Div.	Open offering (JST)	Close offering (JST)	Due date for the report(JST)	Offer	Category	Applicant Eligibility
ISEE	2023-07-07 00:00	2024-01-30 23:59	2024-05-31 23:59	Apply	[JROIS2]TEST Meeting	The applicant must be a researcher with doctoral degree, and an employee or professor emeritus at a university or research institute.
ISEE	2023-02-07 00:00	2023-09-30 23:59	2024-05-31 23:59	Apply	[JROIS2]TEST Joint Research	The applicant must be a researcher or technical staff employed at a university or a research institute.
ISEE	2023-10-02 00:00	2024-02-29 00:00	2025-04-01 00:00	Apply	[JROIS2 TEST] TEST Joint Research Program (General)	The applicant must be a researcher or technical staff employed at a university or a research institute.
ISEE	2023-02-07 00:00	2023-09-30 23:59	2024-05-31 23:59	Apply	[JROIS2]TEST Project B	The applicant must be a researcher with a doctoral degree, and an employee or a professor emeritus at an international university or research institute.

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Apply

3. Register information

Enter the required information in **Application section**.

The input items for each offer are different, so it may be displayed differently from the left figure.

Items related to coordinator may be entered directly or may be inserted automatically by clicking the blue button and selecting from the list. The figure on the left is for selecting from the list.

Upload your application file according to the application guidelines.

* See below for information on uploading.

You can upload up to 3 attachments, but it depends on the offer.

Update file status
(Click if attachment status is not updated.)

申請削除 Click to delete this application

Click **[Save temp.]** to save data temporarily before you submit.

If you go out the page without "Save temp.", the application ID will be removed from Application List.

Edit Application

2025 Fiscal year

Division	Category	Applicant Eligibility	User	User ID	email	Organization	Division	Job
JROIS2]TEST	Joint Research	TEST Joint Research Theme A	116	116		機構本部	戦略企画室	テストユーザ

Application Section

Number of people is total outside the ROIS. Budget is for the year [JPY]

Title of Research Project (Required)

Select a coordinator from the list

Select the coordinator from the list. *If the coordinator is not on the list, please contact the office staff.

Coordinator (Required) Coordinator Division (Required) Coordinator Email (Required)

Number of participants Travel expenses [Yen] Research exp

New/Renew Past Reference Number Start year End year

Upload application file

App. 1-1 [pdf] App. 1-2 [zip] App. 1-3 [docx]

2026-01-06 16:29 The upload date and time will be displayed.

Save temp. Submit I've checked the application attachments. Delete App.

Coordinator Select

Select Coordinator

Search by name... Belong to Filter

Select	Name	Belong to	Job
Select	(個別)David Jones	Manufacturing	Manufacturing Manager
Select	(個別)Emily Johnson	Human Resources	HR Coordinator
Select	(個別)John Smith	Research and Development	Senior Researcher
Select	(個別)Michael Williams	Sales	Sales Manager
Select	(個別)Sarah Brown	Marketing	Marketing Manager

You can filter by 'Name' and 'Belong to'.

*Name can be searched for partial matches.

Click on 'Select', review a confirmation dialog, and then click 'OK'.

Then the coordinator's information in 'Edit Application' will be filled automatically.

localhost:8120

Enter the information for the selected coordinator. Are you sure?

Name: (個別)Michael Williams
Belong to: Sales
Job: Sales Manager

OK

キャンセル

4. Upload application file

Upload the application file (in the specified file format) to the 'Application Section' file upload field.

After clicking "Upload" button, you will see the screen below. Then, click 「Select_a_file」 ①

①

JROIS

Select_a_file

Upload [*..pdf Only]

Back

2. Select a file to upload, and you will see the screen below. Then, click 「upload」 ②

②

JROIS

Select_a_file

file path "C:\fakepath\~"

Upload [*..pdf Only]

Back

Browsers convert and display for security purposes

3. After that you will see the screen below. Then, click 「close」 ③

③

JROIS Account Service Offer List Application List Edit User

SYSTEM Message

Completed file upload. To complete the submission process, click the "Submit" button after this.

Close

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After uploading the files, it is not complete until you click on "Submit".

See the next page regarding "Submit".

Apply

5. Submit

1. Check “ ☒ 「I've checked the application attachments.」

After checking, the color of the button changes and it becomes enable to click.

The screenshot shows the application submission interface. At the top, there are three application slots: 'App. 1 [pdf]', 'App. 2 [pdf]', and 'App. 3 [pdf]'. Each slot has icons for upload, download, and delete. Below these slots are buttons for 'Save temp.', 'Submit', and 'Delete App.'. A checkbox labeled 'I've checked the application attachments.' is highlighted with a green box. To its right, the text 'Check before submit' is displayed. A blue arrow points down to the next state, where the checkbox is checked and the 'Submit' button is highlighted with a blue circle.

Check ☒、「submit」button becomes enable to click.

2. Click [submit] button to submit. Then click 'OK' after a confirmation dialog is displayed. If a message then appears, click on 'Go to Application List'.

The screenshot shows two parts of the submission process. On the left, a confirmation dialog box with the text 'Once a application document is submitted, it cannot be modified or deleted. If you are ready to submit, click [OK].' has an 'OK' button highlighted with a pink circle. On the right, a 'SYSTEM Message' box shows 'Application Received' and a 'Go to Application List' link highlighted with a pink circle.

3. Your application has been completed when you receive an email that your application is received. If you do not receive the email, please contact the office.

< Notes >

- If the submission deadline arrives while the 'Edit Application' screen is opened, the status will change to 'Expired' and the application cannot be submitted.
- If you wish to make changes to your application after it has been 'Submit', please ask the office to process a 'Request for remand of application'. As shown in the diagram below, you can also contact the office if the blue button 'Inquiry' is displayed in the top right-hand corner of the application editing screen. (*For details, see p. 11)

The screenshot shows the 'Edit Application' screen. At the top, there is a header 'Edit Application'. Below it, there is a section for '2024 Fiscal year'. A table lists application details with columns: Division, Category, Theme, User, User ID, email, Organization, Division, and Job. The first row shows '戦' (War) under Division, 'JROIS2|TEST Project A' under Category, 'TEST Theme A' under Theme, 'user_sp' under User, '116' under User ID, 'user_sp@jrois2.rois.ac.jp' under email, '機構本部' (Institution Main Department) under Organization, '戦略企画室' (Strategic Planning Room) under Division, and 'テストユーザ' (Test User) under Job. A blue 'Inquiry' button is highlighted in the top right corner.

- If you click 'Submit' without uploading any attachments, the application will automatically be 'Saved' but the status will not be 'Submit'. Please upload the attached files and then click 'Submit' to confirm that the 'Received your application' email has been sent. Please also check that the status is 'Submit'.
- If the application is incomplete, the Secretariat may issue a return instruction. If the status of the application is changed from 'Submit' to 'Remand', you will be able to edit the application again. Please correct the issues raised and 'Submit' again.
- In rare cases, a 'TLD not found' message may be displayed in the 'Coordinator Email' section. This may be due to spaces or a different character code, etc. Please try entering your email address in a text editor such as Notepad and copy and paste.

Apply

6. Confirm the submitted application data

You can see the subject that you have submitted in "Application List".

Please be sure that the status of your application is "Submit".

If the status is "Saved", your application procedure is not completed.

To confirm and edit your application data saved tentative, click the "Application ID"

[Application List]

Application List

Notice from System Administrator If there is any information from the system administrator, it will be displayed here.

■2025.7.29通知■ 2025.8.25(月) 12:00-14:00 システム改修を実施予定です。改修中は利用を控えていただくようお願いいたします。The system will be updated on Monday, August 25, 2025, from 12:00 to 14:00. Please refrain from using the system during the update.

2025 2024 2023 2022 2021 2020 2019 Click to sort. (ascending/ descending toggle button) Total 26

☐ Application List(Coordinator)

Application Division	ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
戦	20053	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題 20230215_4	user_sp	機構花子	Submit				
戦	20082	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題 20230816	user_sp	機構太郎	Saved				

Application ID

w/ the uploaded file w/o the uploaded file

To download a file after 'Submit', you can either click on the file icon in 'Application List' or in 'File Download' in 'Edit Application' (see figure below).

[Edit Application] ('File Download' is located under the 'Report Section'.)

Application Section

Number of people is total outside the ROIS. Budget is for the year [JPY]

Title of Research Project (Required)

申請テスト①

Select the coordinator from the list. *If the coordinator is not on the list, please contact the office staff.

Coordinator (Required) David Jones Coordinator Division (Required) 製造部

Number of participants 1 Travel expenses [Yen] 0 Research expenses(exc. travel exp.) [Yen] 0 Research expenses(total) [Yen] 0

New/Renew New Past Reference Number Start year YYYY End year YYYY

App. 1 [pdf] App. 2 [pdf]

Save temp. Submit ☐ I've checked the application attachments. Delete App.

Report Section

Please submit the report after the date of receipt of the report.

Rep. 1 [pdf] Rep. 2 [docx] Rep. 3 [pdf]

Save temp. Submit ☐ I've checked the report attachments.

Report submission period is from 2024-01-05 00:00 to 2025-02-05 17:00.

File Download

App. form. Rep. form. Office

Notices from office staff

To confirm the submitted application data as a Coordinator (co-researcher responsible for budget execution)

If you check the checkbox next to “Application List (Coordinator)”, you can see a list of applications for which logged-in user is the coordinator.

Applications can only be viewed (attachments can be downloaded in “Application List”), cannot be submitted by Coordinator.

After the applicant has ‘Saved’ the application, it will appear in the ‘Application List’.

If the checkbox is not checked, a list of applications in which the logged-in user is the applicant will be displayed.

JROIS Account Service Division to apply to Application List Edit User [ROIS] user_rois EN
logged-in user : 「user_rois」

Application List

2024 2023 Total 8

☐ Application List(Coordinator)

Application Division ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
[JROIS2]TEST Joint Research	20176	TEST Joint Research Theme	テスト課題X03/Test subject X03	user_rois	機構太郎	Reject				
[JROIS2]TEST Joint Research	20220	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
[JROIS2]TEST Meeting	20170	TEST Meeting Theme	テスト課題 A_02/Test subject A_02	user_rois	機構太郎	Accept	2024-TEST-02			
[JROIS2]TEST Meeting	20221	TEST Meeting Theme	テスト課題	user_rois	機構太郎	Saved				
[JROIS2]TEST Project	20179	TEST Theme	テスト課題 Z_rois/Test subject Z_rois	user_rois	user_rois	Accept	2023-xxx-001			
[JROIS2]TEST Project	20192	TEST Theme	テスト課題A	user_rois	機構花子	Submit_report				
[JROIS2]TEST Joint Research	20171	TEST Joint Research Theme	テスト課題 _B02/Test subject_B02	user_rois	機構花子	Accept	2023-xxx-02			
[JROIS2]TEST Joint Research	20222	TEST Joint Research Theme	テスト課題xxx	user_rois	機構次郎	Submit				

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After check, a list of applications for which the logged-in user is the coordinator will be displayed.

JROIS Account Service Division to apply to Application List Edit User [ROIS] user_rois EN
logged-in user : 「user_rois」

Application List

2024 2023 2022 2019 Total 3

☒ Application List(Coordinator)

Application Division ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
[JROIS2]TEST Joint Research	20223	TEST Joint Research Theme	テスト課題01	user_sp	user_rois	Submit				
[JROIS2]TEST Joint Research	20220	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
[JROIS2]TEST Project	20179	TEST Theme	テスト課題 Z_rois/Test subject Z_rois	user_rois	user_rois	Accept	2023-xxx-001			

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「Application ID 20223」

- Not shown before checking.
- After checking the box, it is displayed.
- * Because the applicant (Principal Investigator) is “user_sp”.
- * Because the teacher responsible for acceptance in the office is (“user_rois”).

Check Review Results

Once the application is received, the Review proceeds.

Once the review is complete, you will receive an email from the office staff via BCC informing you that the review is complete.

After receiving the notification email, log in JROIS2.

Immediately after logging in, you will be taken to the 'Division to apply' screen, click on the 'Application List' menu at the top of the screen.

In the 'Application List', check the 'Status' of the application ID for which you want to check the review result (Accept/Reject). Click on the Application ID and check the Offer Code, Rating, Allocation expenses, etc.

If the notification email from the office shows that the office attachment is to be checked, click on the attachment in the 'Notices from office staff' field on the 'Application List' screen.

「Application List」

Division	Application ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
戦	20170	[JROIS2]TEST Meeting	TEST Meeting Theme	テスト課題 A_02/Test subject A_02	user_rois	機構太郎	Accept	2024-TEST-02	[Icon]	[Icon]	[Icon]
JROIS	20171	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題 _B02/Test subject_B02	user_rois	機構花子	Accept	2023-xxx-02	[Icon]	[Icon]	[Icon]
戦	20176	[JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題X03/Test subject X03	user_rois	機構太郎	Reject		[Icon]	[Icon]	[Icon]

Application ID

Attachments (Applications, Reports and Office Staff files) can be downloaded in 'File Download' in 'Edit Application' (see figure below) as well as in 'Application List' screen.

「Edit Application」 ('File Download' is located below the 'Report Section'.)

Application Section

Number of people is total outside the ROIS. Budget is for the year [JPY]

Title of Research Project (Required)
申請テスト①

Select the coordinator from the list. *If the coordinator is not on the list, please contact the office staff.

Coordinator (Required): David Jones
Coordinator Division (Required): 製造部

Number of participants: 1
Travel expenses [Yen]: 0
Research expenses(exc. travel exp.) [Yen]: 0
Research expenses(total) [Yen]: 0

New/Renew: New
Past Reference Number:
Start year:
End year:

App. 1 [pdf] [Icon] [Icon] [Icon]
App. 2 [pdf] [Icon] [Icon] [Icon]

Save temp. Submit I've checked the application attachments. Delete App.

Report Section

Please submit the report after the date of receipt of the report.

Rep. 1 [pdf] [Icon] [Icon] [Icon]
Rep. 2 [docx] [Icon] [Icon] [Icon]
Rep. 3 [pdf] [Icon] [Icon] [Icon]

Save temp. Submit I've checked the report attachments.

Report submission period is from 2024-01-05 00:00 to 2025-02-05 17:00.

File Download

App. form. [Icon] [Icon] [Icon]
Rep. form. [Icon] [Icon] [Icon]
Office [Icon] [Icon] [Icon]

Notices from office staff

Submit a report

“Division to apply to” will be displayed immediately after login.

Click “**Application List**” menu above.

At first, a list of your applications in **the latest fiscal year** is displayed.

Then, click **the year** and **Application ID** in which you submit your report.

The screenshot shows the JROIS2 interface with the 'Application List' menu highlighted. Below the menu, the year '2024' is selected. The table below shows three applications, with the third one (Application ID 20170) highlighted.

Application Division ID	Category	Theme	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
20176	JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題X03/Test subject X03	user_rois	機構太郎	Reject				
20220	JROIS2]TEST Joint Research	TEST Joint Research Theme	テスト課題	user_rois	user_rois	Submit				
20170	JROIS2]TEST Meeting	TEST Meeting Theme	テスト課題 A_02/Test subject A_02	user_rois	機構太郎	Accept	2024-TEST-02			

Application ID

Upload your report in the **Report section** in “**Edit Application**”.

The instructions for uploading attachments and submitting reports are the same as for uploading applications, see page 4.

Please follow the instructions of the office staff regarding the file format of the report and the filling in of the ‘MEXT Report’ fields (some or all of the fields may not be displayed).

“**Edit Application**” ***Report section** is in the center of “**Edit Application**”.

The screenshot shows the 'Report Section' in the 'Edit Application' interface. It includes a note about report submission, a section for MEXT Report data, and a section for report uploads. The 'Submit' button is highlighted in green. The 'Report submission period' is highlighted in red.

Report Section Note regarding report submission

Please submit the report after the date of receipt of the report.

FOR MEXT Report (at the end of research) [Click here for details](#)

Survey of Research Activities Fill out if it is shown

Total inside div.	Female inside div.	U35 inside div.	U40 inside div.	Grad Student inside	Foreigner inside div.
0	0	0	0	0	0

Total outside	Female outside	U35 outside	U40 outside	Grad Student outside	Foreigner outside
0	0	0	0	0	0

Rep. 1 [pdf] Rep. 2 [docx] Rep. 3 [pdf]

Save temp. Submit ☐ I've checked the report attachments.

Report submission period is from 2024-01-05 00:00 to 2025-02-05 17:00.

Uploading your report files
The same as uploading application forms (see page 4).

Please make sure report submission period. You cannot “**submit**” after the period.

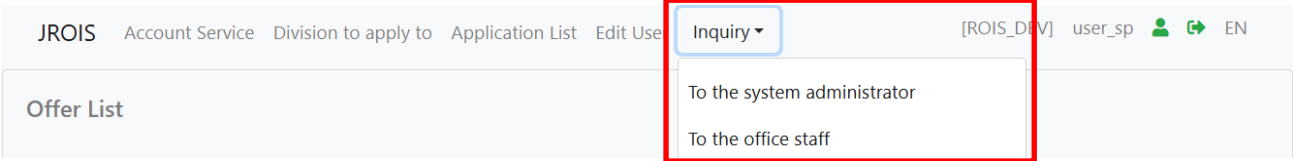
After uploading the report files, be sure to check the checkbox and click “**Submit**” button. (Checking the checkbox activates the “Submit” button.)

Your report submission is completed when you receive an email sent by JROIS2 System.

If you do not receive an email after submission, please inquiry the office.

<Via the "Inquiry" tab in the menu at the top of the screen>

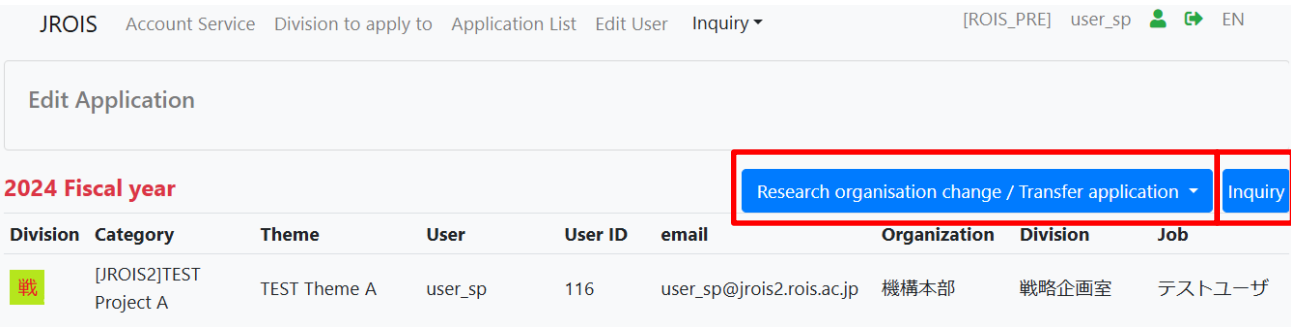
- [To the system administrator] Problems with user registration or changing user information. - refer to 11.
- [To the offer staff] For inquiries about public offers or questions related to multiple applications. - refer to 12.



<Via the button on the "Edit Application" screen>

1. "Inquiry" - refer to P12
- To request a remand by applicant, etc, click the "Inquiry" button.
The dropdown menu items differ depending on the offer division.

2. "Research organization change/transfer application"- refer to P13
- To apply for the addition/deletion/transfer of co-researchers and for the transfer of the Principal Investigator, click the "Research organization change/transfer application" button.



Inquiry

1. Inquiry to the system administrator

To contact the system administrator about a problems with user registration or changes to user information, click on the 'Inquiry' tab at the top of the screen (always displayed at the top of the screen from the login screen onwards).

The Inquiry form will open. Select the request 'User registration and changing user information', enter the content and click 'send'.

After clicking 'OK' in the confirmation dialogue, an email is sent to the system administrator and the applicant.

***If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mailbox to be sure.**

You can make an inquiry both before and after you have logged in. However, the input items in each form differ. Before logging in, the form needs to be filled out with the applicant's information (Name, Email address, Telephone number and Organization).

「Inquiry」Tab (Always displayed at the top of the screen after the transition to the login screen.)

Click on 'Inquiry' tab Select
⇒ To the system administrator.
⇒ Inquiry form will open.

*You can make an inquiry both before and after you have logged in. However, the input items in each form differ.

Inquiry Form

(To the system administrator *before login)

Before logging in, the fields relating to the applicant's information (Name, Email, Tel, Organization) must be completed.

Inquiry Form

(To the system administrator *after login)

Enter the content

Select your subject. 'Problems with user registration or changing user registration information' is the only option.

Click on 'Send', review confirmation dialog, and then click 'OK'.
An email is sent to the system administrator and the applicant.

Inquiry

2-1. Inquiry to office staff (Via the “Edit Application”)

To contact on changes after ‘Accept’ or to request a remand after ‘Submit’ an application, click on ‘**Inquiry**’ at the top right of the ‘Edit Application’ screen of the application to be inquired about. The ‘Inquiry’ form will open. Select your subject, enter the contents and click ‘**send**’. Then click ‘OK’ in the confirmation dialogue, an email is sent to the office staff, the applicant and the coordinator. ‘**Edit Application**’ (Click on the application ID of the application you wish to enquire about in the ‘Application List’ to open it.)

Edit Application

2024 Fiscal year

Division	Category	Theme	User	User ID	email	Organization	Division	Job
戦	[JROIS2]TEST Project A	TEST Theme A	user_sp	116	user_sp@jrois2.rois.ac.jp	機構本部	戦略企画室	テストユーザ

Application Section

Number of people is total outside the ROIS. Budget is for the year [JPY]

Title of Research Project (Required)

Required

2-2. Inquiry to office staff (Via the “Offer List”)

If you have any questions about the public offers or multiple applications, please “**To the office staff**” via the “**Inquiry**” menu at the top of the screen. This item will be displayed after you select an division in “**Division to Apply To**”.

JROIS
Account Service
Division to apply to
Application List
Edit User
Inquiry
[ROIS_DEV]
user_sp
EN

Offer List

To the system administrator
To the office staff

Inquiry Form (To Office staff)

Inquiry Form

If your registered email address changes, please update it in “Edit User” menu before contacting us.

Contact Division

Office of Strategic Planning

Application ID

20013

helpdesk.inquiry_kadai_cd

helpdesk.inquiry_title

申請テスト①

*Subject

Please select

*Contents

Send

If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mail box to be sure.

Select ‘Subject’ and a template will be inserted in the ‘Content’ field, which you need to fill in.

*The following is an example. The content depends on the offer division.

- Request for remand of application
- ...
- ...

Click on ‘**Send**’ and check confirmation dialog and then click ‘OK’.

*Email notification is not only sent to office staff and applicant, but also to the coordinator.

Application for addition/deletion/transfer of co-researchers, application for transfer of principal investigator

Please select the application type from the "[Research organization change/Transfer application](#)" button in the upper right corner of the "**Edit Application**" screen.

*This button will only be displayed after your application is accepted.

*This function will not be available if it is disabled by the offer division.

Edit Application

Edit Application

2024 Fiscal year

Division	Category	Theme	User	User ID	email
	[JROIS2]TEST Project A	TEST Theme A	user_sp	116	user_sp@j

Research organisation change / Transfer application ▾

Inquiry

Application for additional co-researchers

Application for deletion of co-researcher

Application for transfer of co-researcher

Application for transfer of principal investigator

Application for additional co-researchers

Application for additional co-researchers

*:Required

Division

Office of Strategic Planning ▾

Application ID

24

Offer Code

Title of Research Project

20241129test

Type

Application for additional co-researchers

*Desired Application Date for This Application

年/月/日

Please enter the details of the co-researcher you are adding.

1	Name	Organization	Division	Job title	Email
	Gender	Age	*Reason for change		
2	Name	Organization	Division	Job title	Email
	Gender	Age	*Reason for change		
3	Name	Organization	Division	Job title	Email
	Gender	Age	*Reason for change		
4	Name	Organization	Division	Job title	Email
	Gender	Age	*Reason for change		
5	Name	Organization	Division	Job title	Email
	Gender	Age	*Reason for change		
6	Name	Organization	Division	Job title	Email

[Send](#) If you do not receive a confirmation email within one hour, please check your email address and re-apply. Please also check your spam box to be sure.

A maximum of 10 applications can be submitted at any one time. If you have more than 10, please submit multiple applications.

Revision history

Version	Date	Description
1.0	2023.2.20	Initial published Document
2.0	2023.8.30	Revised due to system improvement in August 2023 P2 Changed TOP page image due to change of start button. P2 Added description of account registration when checking application as coordinator. P3 Added the description of filter function to offer list. P3 Deleted the description regarding required fields and added explanation of file status update button. P4 Added description regarding confirmation dialog. P5 Added explanation of application check as a coordinator. P7 Added description regarding checking checkbox when submitting a report.
2.1	2023.9.15	Minor revision
3.0	2024.2.13	Revised due to system improvement in February 2024 P1 Changed the manual name from "User manual" to "Operation manual" P2 Change TOP page image due to layout change. P2 Added the description of "forgotten password". P3 Added description due to system specification change to display "Division to apply to" immediately after login and to display a list of offers and notice by the selected division. P3 Delete filter function to select division. P5 Added the description regarding "Temp. saved" issue resolved. P6 Added explanation regarding Application List to be viewed by coordinator. P7 Added notes regarding downloading files. P8 Added description due to change specification to display "Division to apply to" immediately after login. P8 Added description regarding report submission period.
4.0	2024.9.13	Revised due to system improvement in September 2024. Front cover Change to user operation manual P2 Changed the name of manual and layout of the announcement column, etc. P4 Added button to select a coordinator from the list. P5 Added 'Inquiry (requests for remand / Contact on changes after Accept)' button P8 Added file download function in 'Edit Application'. P9 Due to the deletion of Note "To check the attached files after submitting the application, download the files from the Application List screen." in 'Edit Application'. P10 Added Inquiry Form to office staff P11 Added Inquiry Form to the system administrator
4.1	2024.09.24	P4 Image changes due to deleting Email address and column name changes (Division ⇒ Belong to) on the Coordinator Selection screen.
5.0	2025.02.26	P3 Added note 'The application needs to be made by the Principal Investigator.' P5,11 Corrected the name of the "Inquiry" button P10 Additional explanation of inquiry reception. P12 Delete the description regarding changes after acceptance and Revise the subject example P13 Added new function for Research organization change/Transfer application
6.0	2025.9.1	P4 Added expandable input field for "Coordinator Division" P6 Added a "Notice from System Administrator" section to the Application List P10,12 Added an inquiry feature titled "To the office staff" in the Offer List
6.1	2026.8.5	P2 Changed the URL for JROIS P4 Added functionality to display upload dates and times under file icons