

1 Application Guide

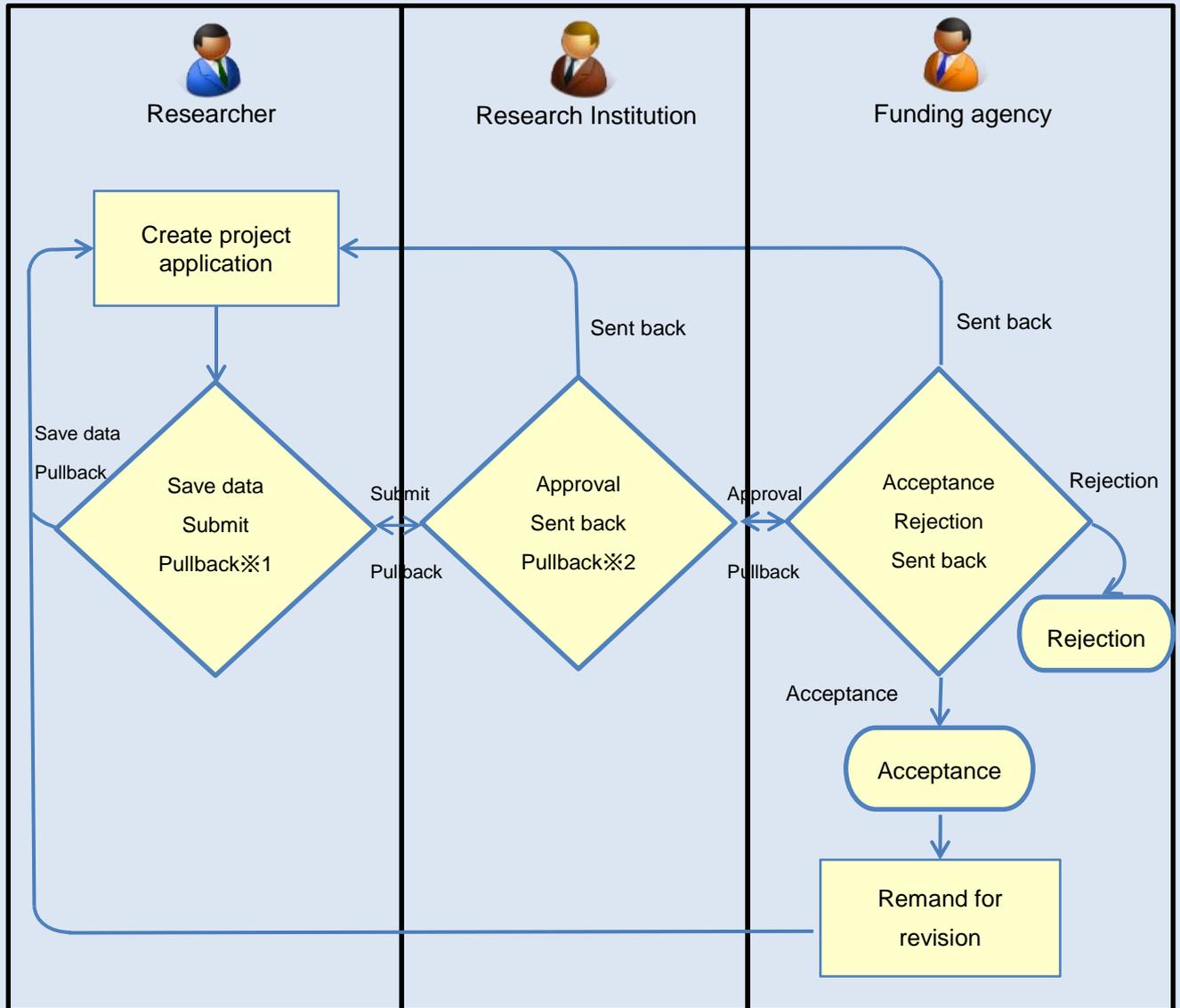
About Applications

This guide explains how to enter and submit application details (details on research summaries, research expenses, project member details, etc.) in response to a published call for applications.

Application Process

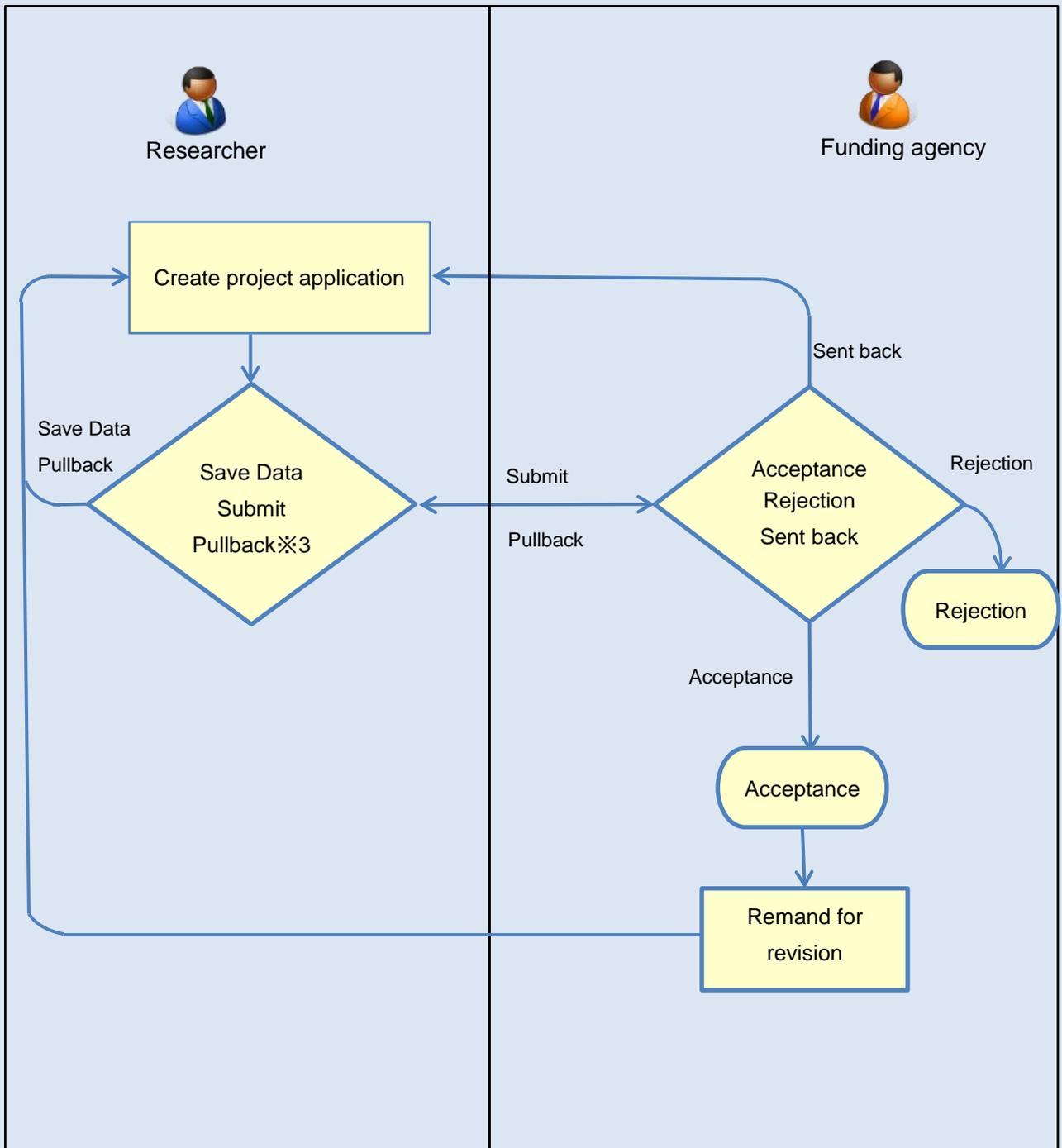
Funding agency can set whether approval from researchers' affiliated institution is required when submitting a project application. If approval is required, your request will only be submitted to the Funding agency that posted the call for applications if your research institution grants approval.

If approval from your research institution is required



- ※1 You can pull back until approved by Research Institution.
However, you can not pull back after the deadline(except for submission of project applications sent back or remanded for revision by Funding agency.)
- ※2 You can pull back until accepted by Funding agency.
However, you can not pull back after the deadline (except for submission of project applications sent back or remanded for revision by Funding agency.)

If approval from your research institution is not required



※3 You can pull back until accepted by Funding agency.
 However, you can not pull back after the deadline(except for submission of project applications sent back or remanded for revision by Funding agency.)

Basic Operations

➤ Create a project application

Create a new project application to apply to a published call for applications.

→“[1.1 Creating a Project Application](#)“

➤ Resume saved input

After creating a new project application, you can save the input details and resume input later.

→“[1.2 Resuming saved input](#)“

➤ Check application details

After submitting a project application, you can check application details.

→“[1.3 Checking application details](#)“

➤ Resubmit a project application

You can resubmit a project sent back by research institution, Funding agency or a pulled back project or a project requested for revision by Funding agency.

→“[1.4 Resubmitting a Project Application](#)“

➤ Pull back a project application

You can pull back a project application submitted by research agency or Funding agency under certain conditions.

→“[1.5 Pull back a Project Application](#)“

➤ Withdraw a project application

You can withdraw a project application accepted by Funding agency under certain conditions.

→“[1.6 Withdrawing a Project Application](#)“

➤ Delete a project application

You can delete a created project application under certain conditions.

→“[1.7 Delete a Project Application](#)“

1.1 Creating a Project Application

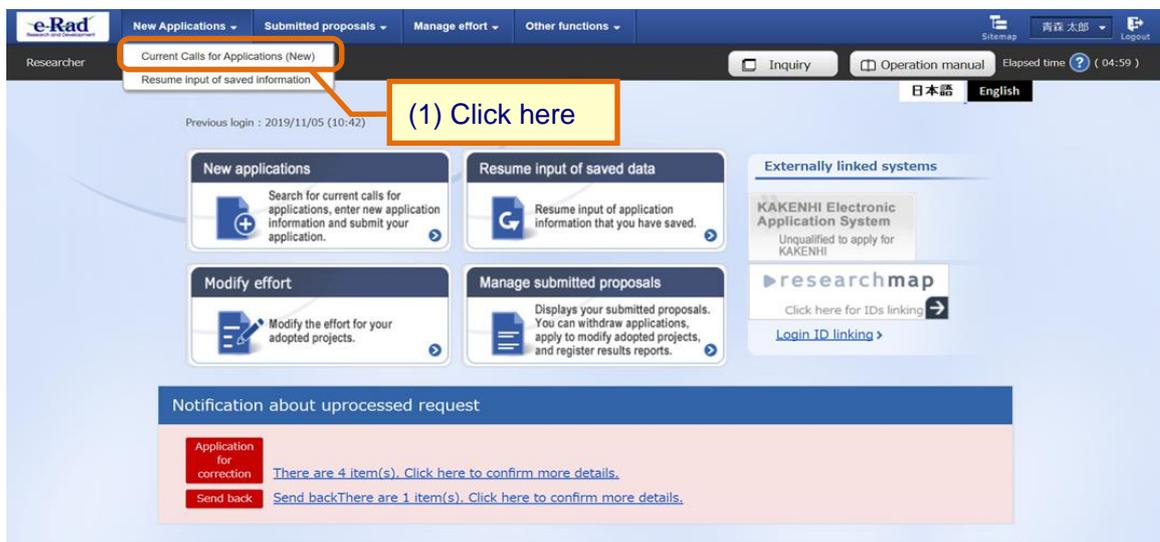
This section explains how to create a new project application for current calls for applications..

Process Operations

Screen	Operation
Top	(1) Select "New Applications" > "Current Calls for Applications (new)" in the Global Menu
Current Calls for Applications	(2) Search for calls for applications
Instructions for Applications	(3) Check the notes about the application
Apply (Rester new application)	(4) Enter the application details
Confirm input content (Application)	(5) Check the details you have input
Application Submitted	(6) Submit the project application

Instructions

(1) Selection in the Global Menu



- ① Click "New Applications" > "Current Calls for Applications (new)" in the Global Menu on the top screen.

(2) Search for calls for applications

The [Current Calls for Applications] screen is displayed.

- ① Input search terms.
- ② Click the “Search” button.
 - Clicking “Search” without entering search terms displays all current calls for applications.
 - To filter your search by more advanced terms, click the “Display advanced search conditions” button to display the advanced settings.



Note

Search category / search text

- If “All” is selected as a search category, all current calls for applications are searched with search text.
- If you want to search by specifying a search item, select the search category.

The search results are displayed.

Current Calls for Applications

- Click the "title of call for Application" link for details.
- Click the "Apply" button to apply for the call of Application.

1 to 1 items (total 1 items) [Download search results](#)

Application year (fiscal year)	Funding agency	Title of call for Application	Application unit ?	Requirement of institution's approval ?	Deadline	Deadline within your institution ?	Application
2019	Tokyo Funding Agency	2020年度 e-rad [NEW]	Researcher unit	Required	2019/12/31 00:00		Apply >

1 to 1 items (total 1 items) [Download search results](#)

(3) Click here

- ③ Click the "Apply" button of call for application to be applied from a list of research results. The "Apply" button is not displayed when application unit is "the call for application of research Institution unit".

Caution Application unit / Requirement of institution's approval

- You can submit the application yourself only when the application unit is "researcher unit". If the application unit is "Research Institution unit", consult the administrative manager at your affiliated institution to submit the application.
- Researchers who are not affiliated with a research institution cannot apply to calls for application in which "Approval from affiliated research institution" is an application requirement.

Note Title of call for Application

- Click the "Title of call for Application" link to display details on that call for applications in another window.

Details of Call for Applications

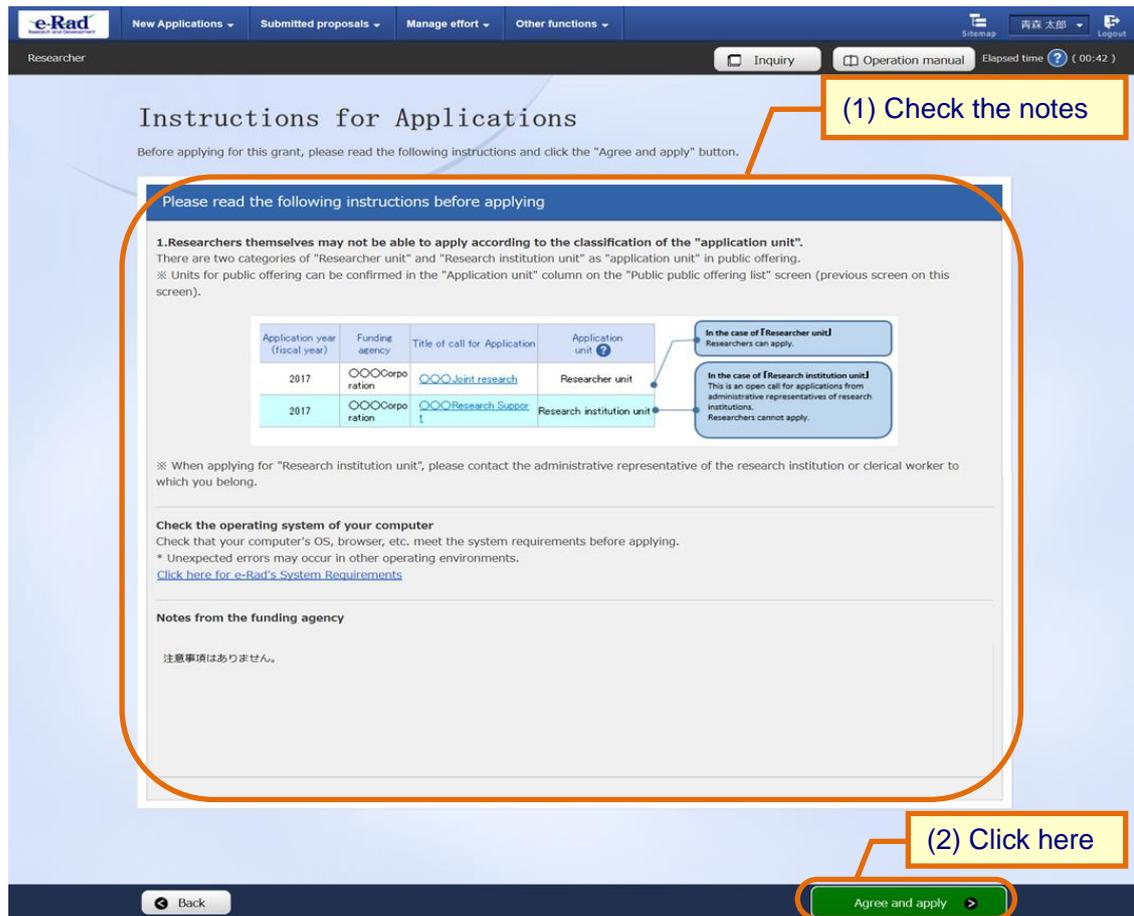
[Basic information](#) [Further details](#) [Specific information from your institution](#)

Basic information	
Funding agency	Tokyo Funding Agency
Application year (fiscal year)	2019
Title of call for Application	2020年度 e-rad
Research area	(Life Science) Plant nutrition and soil science
Keyword	
Research period (Year/Month/Day)	(minimum) 1 to (maximum) 3 years
Application period	2019/11/01 00:00 ~ 2019/12/31 00:00

(New) will be displayed next to the title of call for application within 5 days after calls for applications started.

(3) Check the notes

The [Instructions for Applications] screen is displayed.



- ① Check the notes. These show the operating system environment and any notes from the Funding agency that posted the call for applications.
- ② Click the “Agree and apply” button.

Note

Project applications already exists

○The following message is displayed when you attempt to submit a call for application and you have already created a project application.

Instructions for Applications

Before applying for this grant, please read the following instructions and click the "Agree and apply" button.

Application already exists.

You are already registered as a principal investigator or a co-investigator in the project proposal for this grant. To continue editing the draft of a proposal or confirm a proposal that has been submitted, click the link below to go to the [List of Project Proposals] screen.

[Click here for the Project Proposals screen](#)

Click “Click here for the Project Proposals screen” to check project applications.

(4) Enter your application details

The [Apply (Register new application)] screen is displayed.

The screenshot shows the 'Apply (Register new application)' screen. At the top, there are navigation tabs: 'New Applications', 'Submitted proposal', 'Manage effort', and 'Other functions'. Below this, the main heading is 'Apply (Register new application)' with instructions: 'Enter application details. The input screen is divided into tabs. Click each tab to display the corresponding input fields. *Complete all fields required in each tab and click "Register".' The form is divided into several sections. The first section is for 'Application Year/Title of call for Application' (FY 2019 / 2020年度 e-rad). Below this is a 'Project ID/Project title' field (Required) and a 'Publish to Funding agency' field (Required) with radio buttons for 'Open' and 'NotOpen'. A row of tabs is visible: 'Basic information', 'Research costs/Project members', 'Entries specific to the program', 'Status of applications and approved projects', 'Research achievements', and 'Career history (short CV)'. The 'Basic information' tab is selected. It contains fields for 'Research period - start year to end year' (Required), 'Research field (main)' with 'Research contents' (Required) and 'Keyword' (Required) fields, and 'Purpose of research' (Required) and 'Abstract' (Required) text areas. At the bottom, there is a table for 'Basic information - Application documents' with columns for Name, Format, Size, and File name. The table has two rows: 'application details file' (Required) and 'reference data'. At the very bottom, there are buttons: 'Back', 'Copy previous project', 'Save', 'Preview project proposal', and 'Confirm >'. Annotations with callouts point to specific elements: (1) 'Fill out this field' points to the 'Project ID/Project title' field; (2) 'Select this tab' points to the 'Basic information' tab; (3) 'Click here' points to the 'Save' button; and (4) 'Click here' points to the 'Confirm >' button.

- ① Fill out the “Project ID/Project title” field and set “Publish to Funding agency”.
- ② Select each tab [Basic information] to [Career history(short CV)] and input the required information.

In addition, the displayed tabs and input items differ depending on the call for application.

- ③ if you want to save temporarily, click the ‘Save’ button.
- ④ After filling out all of the tabs, click the “Confirm” button.

If a required item is not filled in or there is an error in the input content, an error will be displayed after clicking.

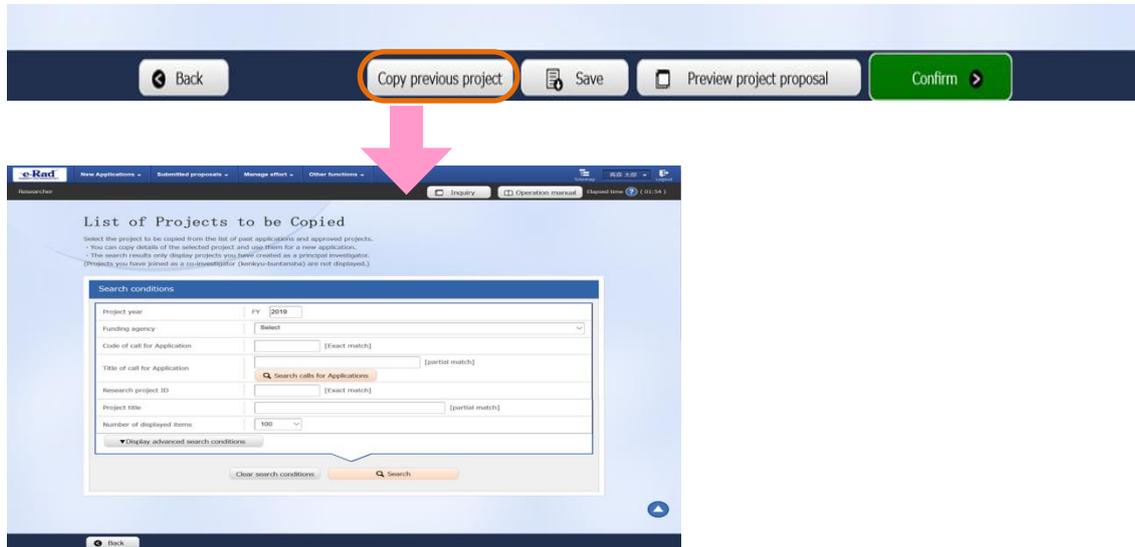
Modify the marked items and click the “Confirm” button again.



Note

Copy previous project

- You can click the “Copy previous project” button to copy project details you have submitted in a previous application and use them in your new application. Select the project details to be copied on the “List of Projects to be Copied” screen.



Note

Preview project proposal

- Click the “Preview project proposal” button to output the proposal that reflects your input details as a PDF. The PDF will take one of the following forms depending on the settings configured by the Funding agency in the call for applications.
 - PDF file contains both the input details and the uploaded application form
 - PDF file only contains the input details
 - PDF file only contains the uploaded application form



Caution

Submit project applications

For researchers, the ‘Confirm’ button is not displayed.

[Basic information] tab

Enter the basic information about the project applications, such as the research period and research purpose.

[Research costs/Project members] tab

The screenshot shows the 'Apply (Register new application)' page in the e-Rad system. The page is divided into several tabs: 'Basic information', 'Research costs/Project members', 'Entries specific to the program', 'Status of applications and approved projects', 'Research achievements', and 'Career history (short CV)'. The 'Research costs' tab is active, showing two main sections: '1. Maximum and minimum for each cost item' and '2. Cost breakdown for each fiscal year'. Below this is the 'Project members' section, which includes a table for '1. Total of input amount (first fiscal year)' and a table for '2. Input details of project members'. Three callouts are present: (1) 'Fill out these fields' points to the 'Maximum' column in the first table; (2) 'Fill out these fields' points to the input fields in the second table; (3) 'Confirm' points to the 'Total amount for each researcher' column in the third table.

1. Maximum and minimum for each cost item

	Maximum	
Total of direct costs, indirect costs, re-commission fee and joint research costs	5,000,000 yen	(Not set)
Indirect costs	1,000,000 yen	-
Recommission fee / Joint research costs - Maximum	1,000,000 yen	10,000 yen

2. Cost breakdown for each fiscal year

	Total
Direct costs	0 yen
Indirect costs	0 yen
Amount of subcontract / Joint research costs	0 yen
Total	0 yen

1. Total of input amount (first fiscal year)

	Cost breakdown for first fiscal year	Total amount for each researcher	Difference
Total of direct costs, indirect costs, re-commission fee and joint research costs	0 yen	0 yen	0 yen
Indirect costs	0 yen	0 yen	0 yen
Recommission fee / Joint research costs	0 yen	0 yen	0 yen

2. Input details of project members

Search researchers	Researcher number Name	Research institution Department Position / class	Specialized field Academic degree Role in this project	Direct costs indirect costs Amount of subcontract / Joint research costs	Effort (%)	Viewing/editing authority	Delete	Transfer
	Representative 10839393 Aomori Taro (アオモリ タロウ)	Tokyo Res 総合部 名誉教授/Professor emeritus class	Doctorate	,000 yen ,000 yen ,000 yen				

- ① Enter the research costs for each year.
In addition, check the amount in the total column is within the range of “1.Maximum and minimum for each cost item”.
- ② If there are members (researchers) participating in the project, click the ‘Add line’ link to add them, and enter the first year’s research expenses for the research representative and researcher. Also, the total amount of research expenses entered into the research representative and the research supervisor must match the amount entered in the first year of “2. Cost breakdown for each fiscal year”.
(Example) the direct costs for first year 100,000yen, indirect costs 50,000 yen
Research representative: direct costs 60,000 yen, indirect costs 30,000 yen
Research sharer: direct costs 40,000 yen, indirect costs 20,000 yen
- ③ Make sure that the difference column is 0 yen.
Cost breakdown for first fiscal year: The cost entered in “2.Cost breakdown for each fiscal year”.
Total amount for each researcher: This is the total amount of the research costs entered in “2.Input details of project members” by research representative and research sharer.
difference:(Cost breakdown for first fiscal year) – (Total amount for each researcher)

 Note	<u>Viewing / Editing Authority</u>
<p>○ when adding research members(research sharer) in the registration of research organization information, you can set viewing / editing / none authority for the research sharer. Editor : Can't submit it,but can modify saved project application. Viewer : Can't edit it, but can view before submitting. None : Can't modify it and can't edit or view until it submitted.</p>	

[Entries specific to the program] tab

The ‘Entries specific to the program’ is an input item set by Funding agency. Follow the screen instructions.

 Note	<u>Entries specific to the program</u>
<p>○ Entries specific to the program require different input items and input methods depending on the call for applications. If you are unsure about how to input the details, contact the Funding agency that published the call for applications.</p>	

[Status of applications and approved projects] tab

Check the adoption status and application status of the researchers who will work on the project.

 Note	<u>Status of applications and approved projects</u>
<p>○ This tab displays the adoption status and application status of the researchers who will work on the project.</p>	

[Research achievements]tab

- ① Click the 'Add line' link and enter the research papers, conference presentations, books, and industrial property performance information of the researchers who will work on the project.



Note

Research achievements

- If researchers who will work on the project have a linked ID with researchmap, the details on research achievements can be acquired directly through this link. To acquire details on research achievements, select the “Type of achievement” and “Researcher name” and click the “Retrieve data from researchmap” button.

If your ID is not linked with researchmap, you can link it from the following banner on the top screen.

- Research achievements can be got from CSV files. To get research achievements, select CSV file and click the “Import” button.

The CSV file to be referenced must be a file output by the CSV editing tool.

The CSV editing tool can be downloaded from the “Download” link.

[Career history (short csv)] tab

Enter career history of researcher who will work on the project.



Note

Career history

- If researchers who will work on the project have a linked ID with researchmap, the details registered to researchmap can be browsed. Click the “Browse “Professional Experience” on researchmap” button to browse and copy the details and paste them into “Career history”. If your ID is not linked with researchmap, you can link it from the banner on the top screen.

(5) Check your input details

The [Confirm input content (application)] screen is displayed.

Confirm input content (application)

Check the input details and click the "Submit" button if they are correct. Click the "Back" button if any details need to be corrected.

Basic information

Application Year/ Title of call for Application: FY 2019/2020年度 e-rad
 Project ID/Project title: /2020 e-rad obo project

Application documents

Name	Format	Size	File name
Application details file	[pdf]	30MB	pdf_file.pdf
Reference materials	[PDF (PD F)]	30MB	

Research costs

Itemized expenses for each year		FY 2020	FY 2021	Total
Direct costs	直接経費	30,000 yen	10,000 yen	40,000 yen
	Subtotal	30,000 yen	10,000 yen	40,000 yen
Indirect costs		10,000 yen	10,000 yen	20,000 yen
Amount of subcontract / Joint research costs		10,000 yen	10,000 yen	20,000 yen
Total		50,000 yen	30,000 yen	80,000 yen

Project members

Researcher number	Research institution Academic unit Position / class	Specialized field Academic degree role in this project	Direct costs Indirect costs Amount of subcontract /Joint research costs	Effort (%)	Viewing/editing authority
10039393 Aomori Taro (アオモリ タロウ)	Tokyo Research Institution 総合部 名誉教授/Professor emeritus class	Specialized field Academic degree Role in this project Doctorate Specialized field Academic degree Role in this project	30,000 yen 10,000 yen 10,000 yen	1	

Items specific to the program

研究種別

Other applications / adoption

Researcher: Representative Aomori Taro

Adoption status

Application on e-Rad	Funding agency Funding program	Title of call for application Title of research project	Role	Research period (start year to end year)	Amount	Effort (%)
<input type="radio"/>	Tokyo Funding Agency (日本財団-共同)	公募15667 公募15667	Principal investigator	FY 2019~FY 2019	12,000 yen	1

Application status

Application on e-Rad	Funding agency Funding program	Title of call for application Title of research project	Role	Research period (start year to end year)	Amount	Effort (%)
<input type="radio"/>	Ministry of Education, Culture, Sports, Science and Technology 高度成長社会を支える持続可能な未来を創出する大学・大学院の連携・人材育成推進事業	r-map連携推進事業	Principal investigator	FY 2019~FY 2019	2,110,000 yen	30
<input type="radio"/>	Tokyo Funding Agency (日本財団-共同)	2019年度 e-rad 公募 研究開発推進助成	Principal investigator	FY 2019~FY 2019	1,100,000 yen	30

Research activities

Research career

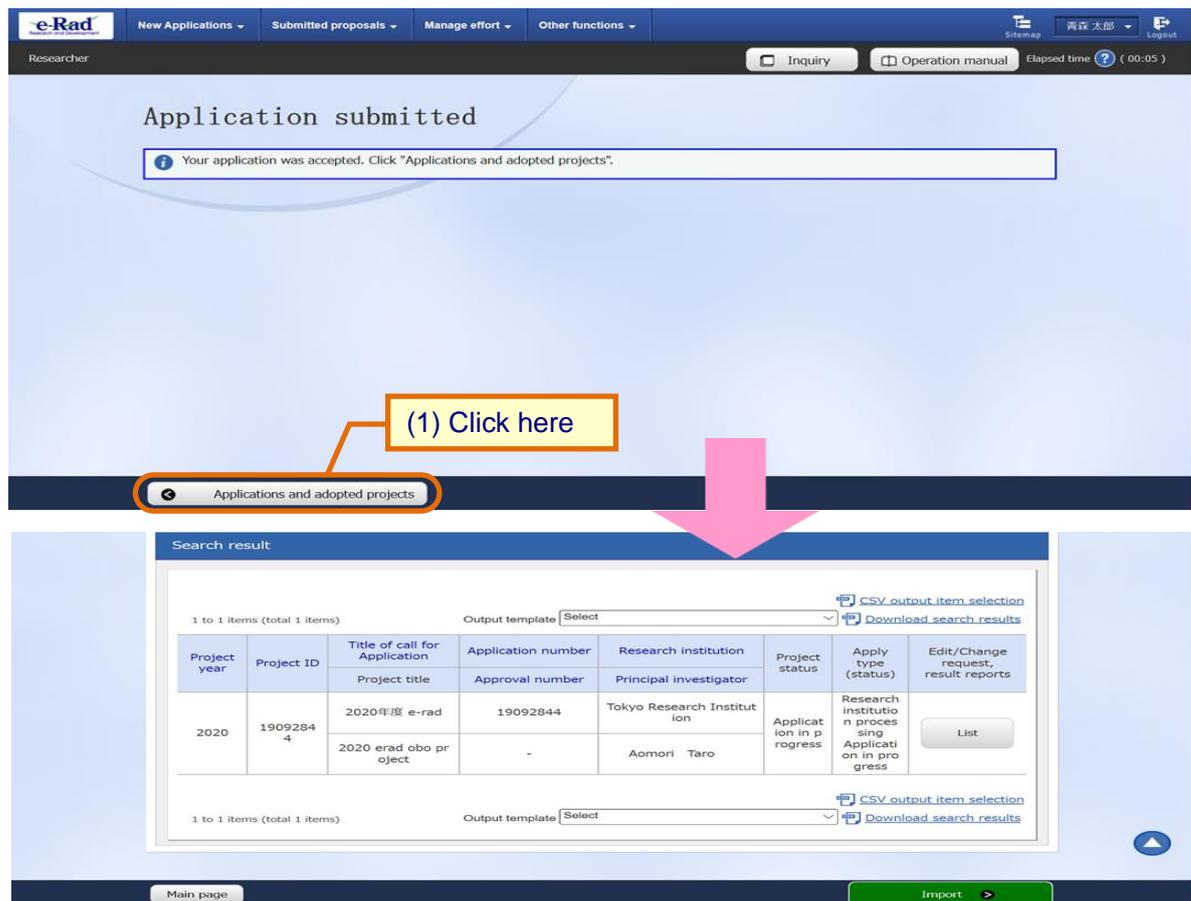
Researcher number	Name	Research career
10039393 Aomori Taro (アオモリ タロウ)		

Submit

- ① Check that all of the input details are correct.
- ② If there is no problem, click the "Submit" button.

(6) Submit the application

The [Application Submitted] screen is displayed.



① Click “ Applications and approved Projects” to check the project status and Apply type(status) of your project application.

If the project status of the project application is “Application in progress “ and Apply type(status) is “Funding agency processing”, “Request in progress”, the application procedure is complete.

- If approval from your research institution is not required

Your project application is submitted to the Funding agency immediately and the project status is “Application in progress “ and Apply type(status) is “Funding agency processing”, “Request in progress”.

- If approval from your research institution is required

Your project application is first submitted to your research institution and the project status is “Application in progress “ and Apply type(status) is “Funding agency processing”, “Request in progress”. The administrative manager at your research institution must approve the application by the application deadline set by the Funding agency.

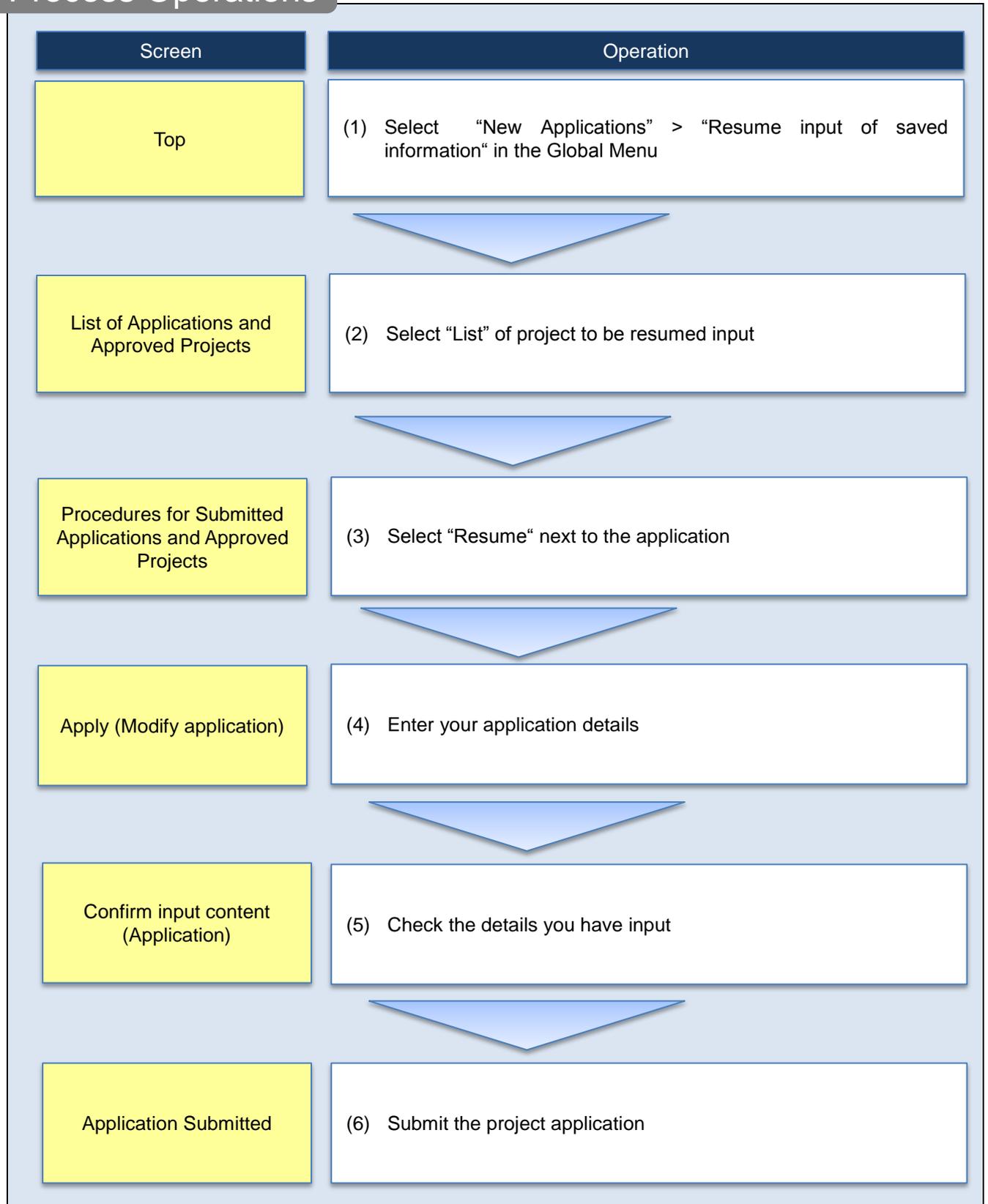
After your application is approved by the administrative manager, it is submitted to the Funding agency and the project status is “Application in progress “ and Apply type(status) is “Funding agency processing”, “Request in progress”.

This explains the procedure for creating a new application.

1.2 Resuming saved input

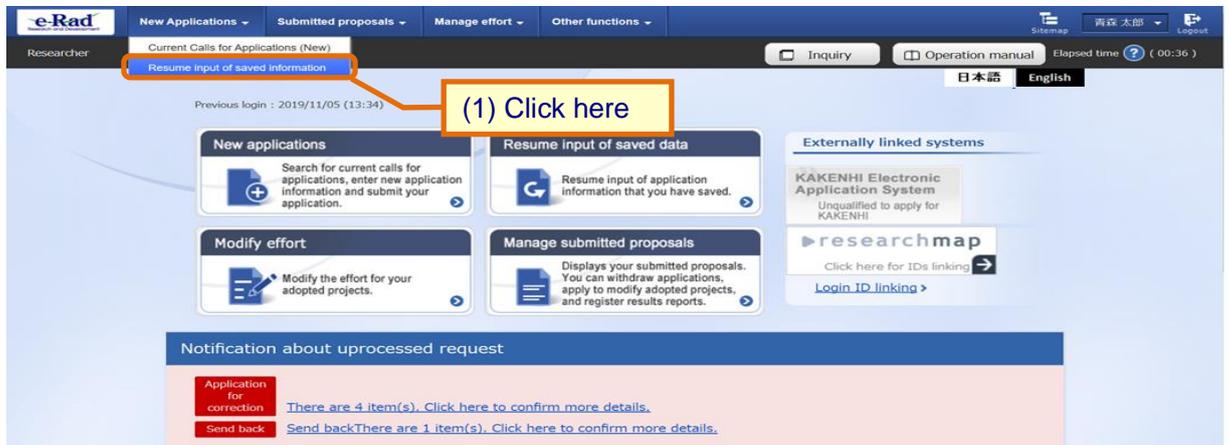
This section explains how to resume input in a saved application.

Process Operations



Instructions

(1) Selection in the Global Menu



- ① Click “New Applications” > “Resume input of saved information” in the Global Menu on the top screen.

(2) Search for your project

The [List of Applications and Approved Projects(Reopen Saved Data)] screen is displayed.

List of Applications and Approved Projects (Reopen Saved Data)

Displays a list of Applications and approved projects. You can carry out the following procedures.

- Correct applications
- Request to change the approved projects
- Request to withdraw, hold or cancel the approved projects
- Register result reports

Search result

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

Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports
		Project title	Approval number	Principal Investigator			
2019	19092845	2020年度 e-ra d	19092845	Tokyo Research Institution Aomori Taro	Application in progress	Applicant processing Saved	List

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

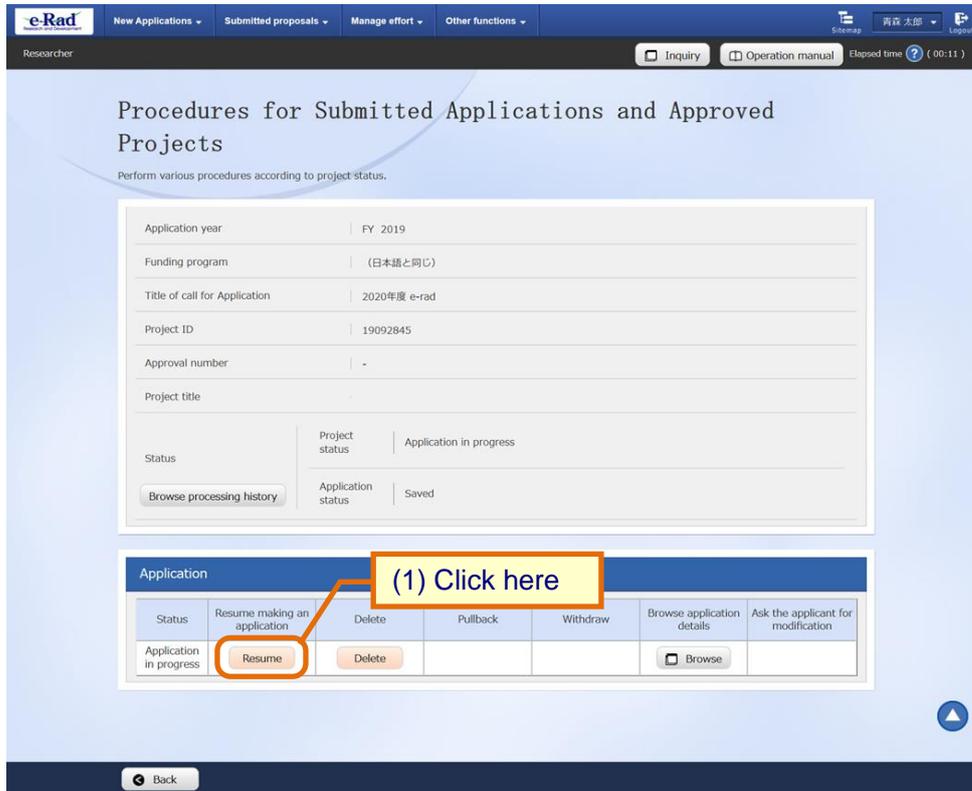
(1) Click here

Main page

- ① Click the “List” button of the project that you want to resume input.

(3) Select “Resume” next to the application

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



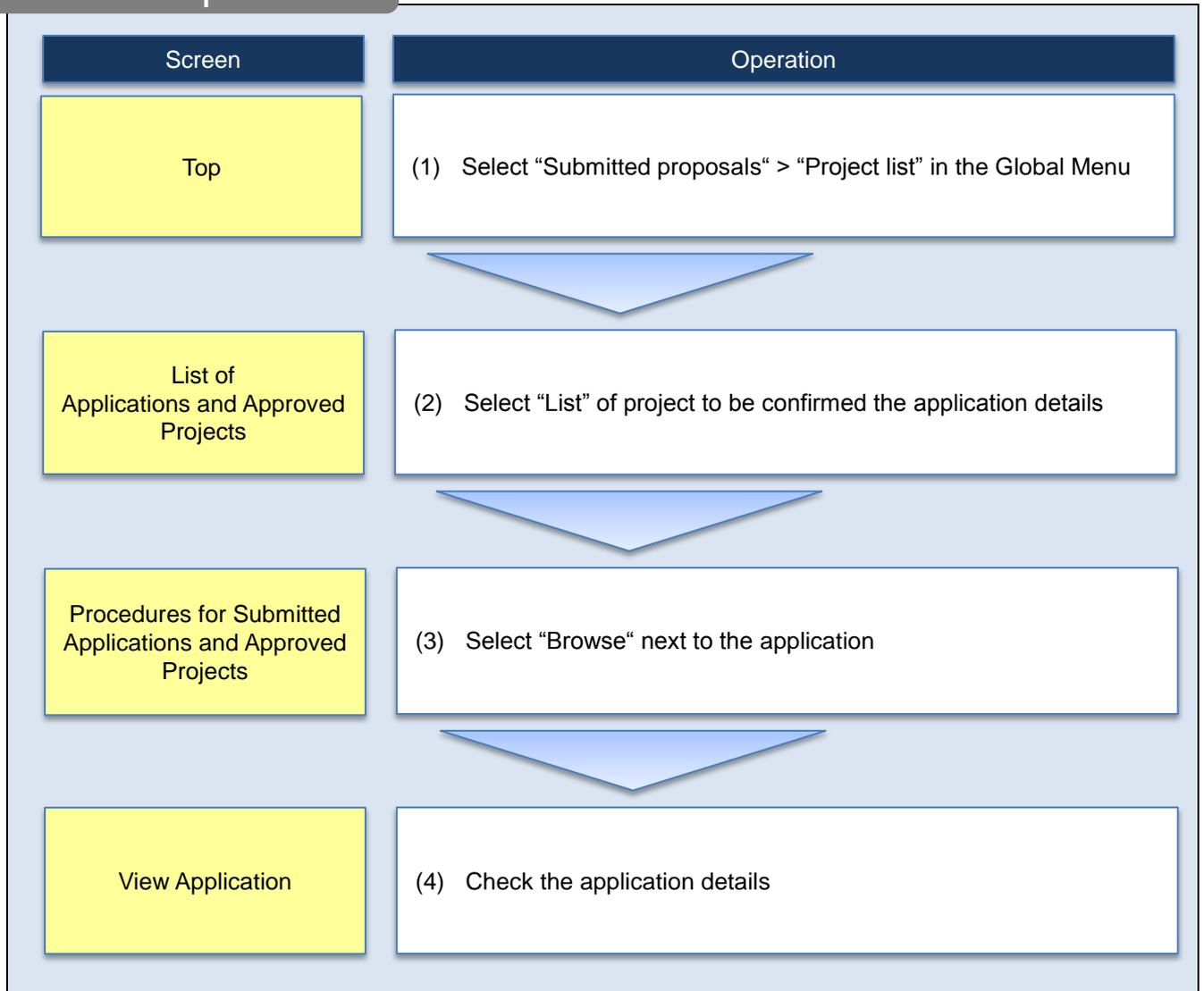
① Click the “Resume” button next to the application.

The later steps refer to P.10 “1.1 Creating a Project Application (4) Enter your application details”.

1.3 Checking application details

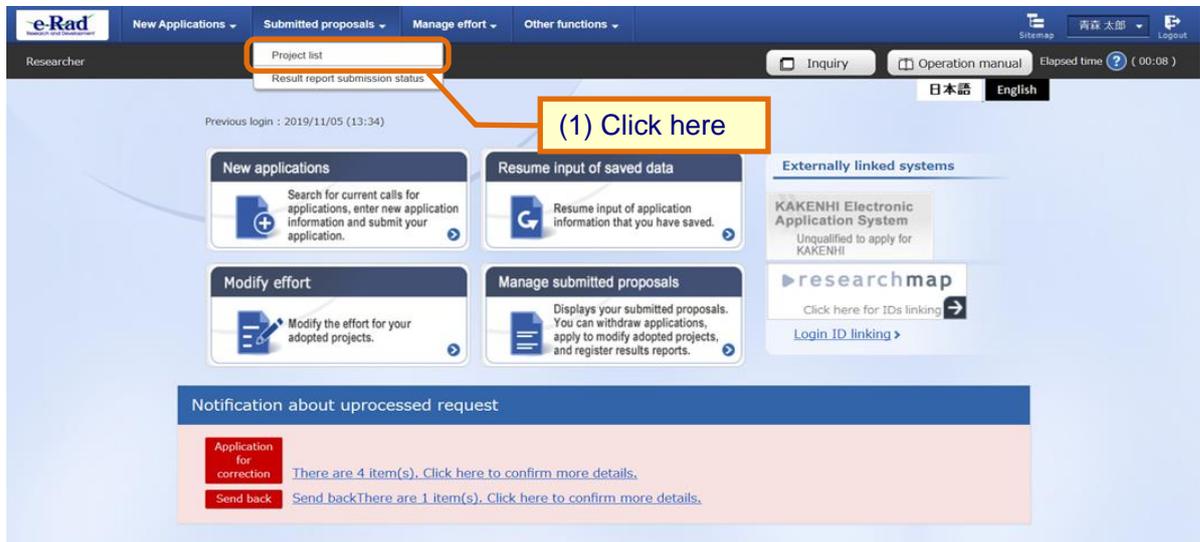
This section explains how to check the application details after submitting the project application..

Process Operations



Instructions

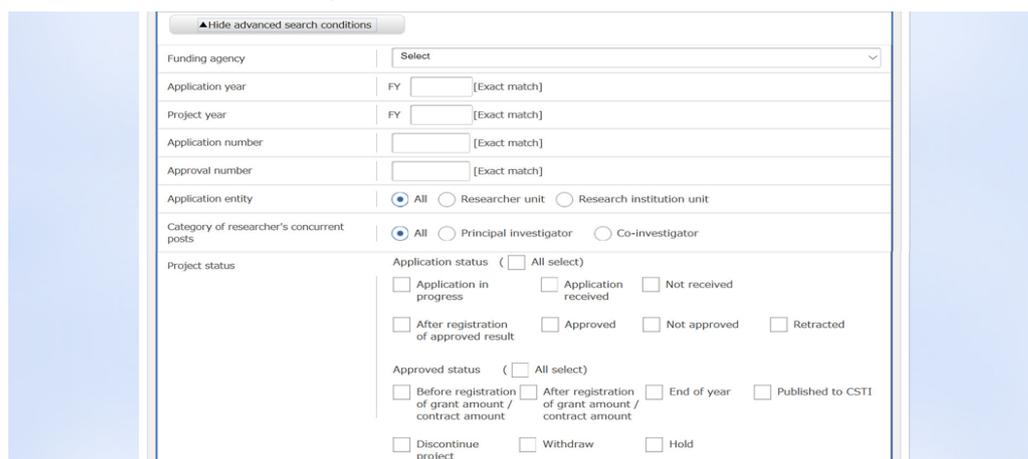
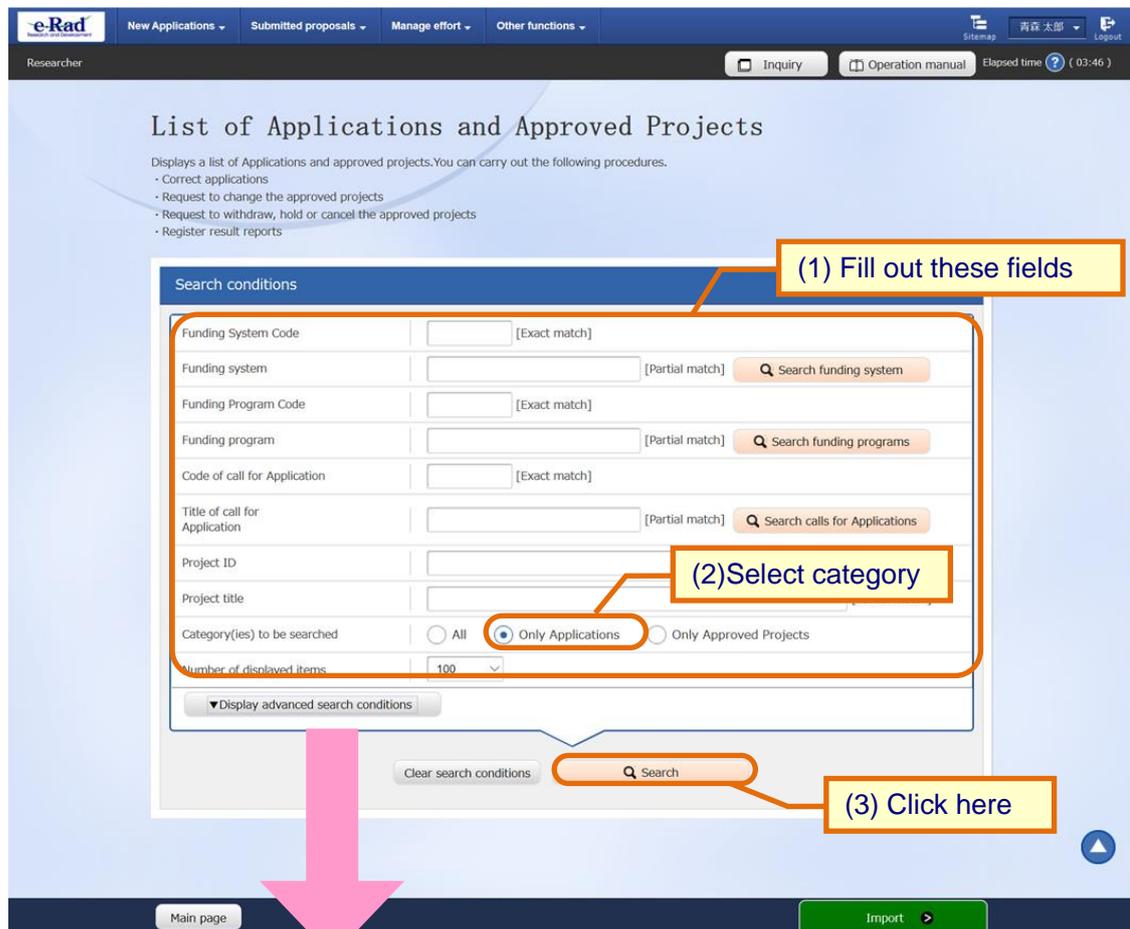
(1) Selection in the Global Menu



- ① Click "Submitted proposals" > "Project list" in the Global Menu in the top screen.

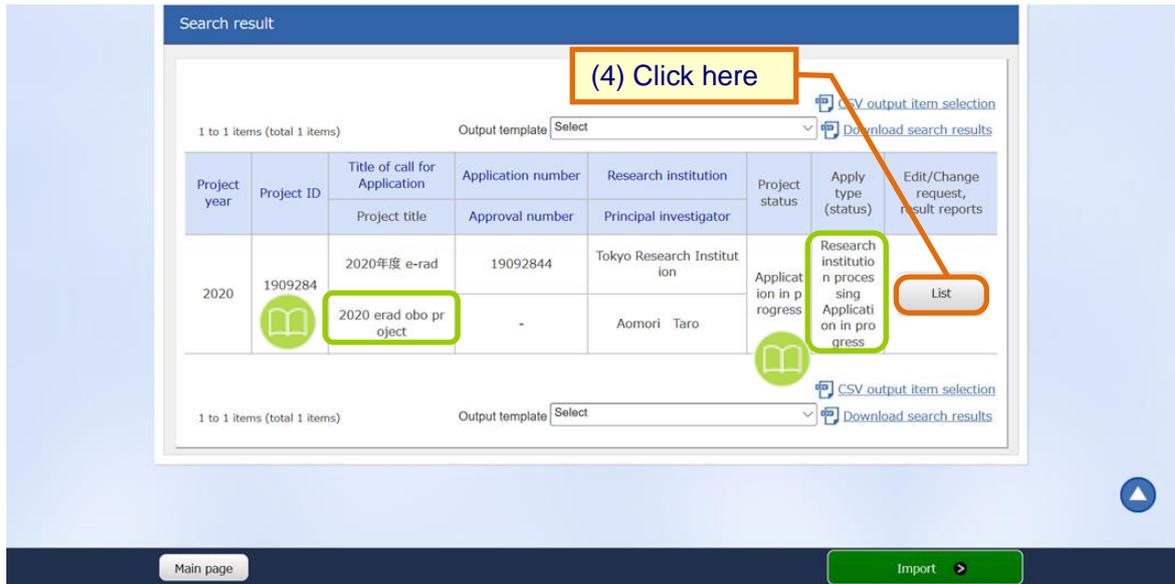
(2) Search for your project

The [List of Applications and Approved Projects] screen is displayed.



- ① Input search terms.
- ② Select "Only Applications".
- ③ Click the "Search" button.
 - Clicking "Search" without entering search terms displays all current applications and adopted projects.
 - To filter your search by more advanced terms, click the "Display advanced search conditions" button to display the advanced settings.

The search result is displayed.



④ Click the “List” button next to the project for which you want to check the details.

 **Note** Apply type(status)

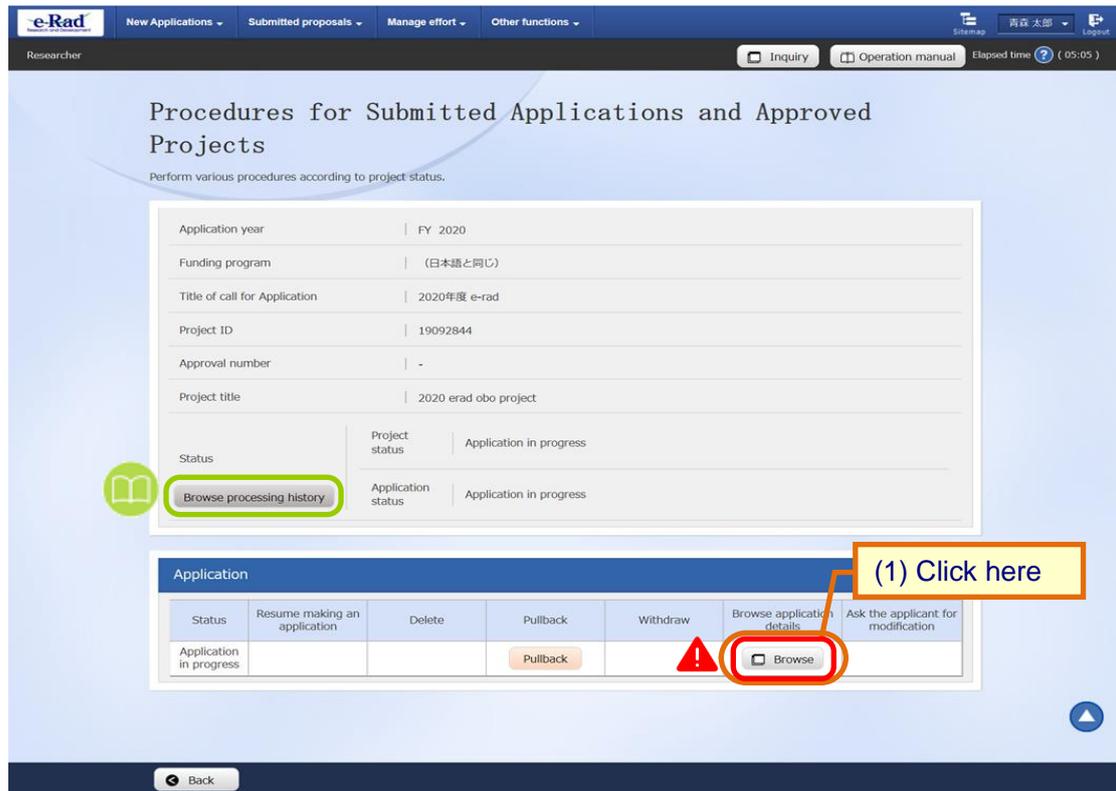
- You can check the processing status of your application by status after submitting it.
 - “Processing (Applicant)”:The research representative has pulled back or your application has been remanded by research institution or the Funding agency. Your project application is awaiting submitted.
 - “Application in progress”: Your application is awaiting approval from your research institution.
 - “Funding agency processing”: Your application is awaiting acceptance by the Funding agency.
 - “Accepted”: Your project application was accepted by the Funding agency.

 **Note** Project title

- Click the “Project title” link of a project to display details on that project in another window.

(3) Select “Browse” next to the application

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



① Click the “Browse” button next to the application.

 **Note** Browse processing history

○ You can check the operation history such as the submission/approval date of the project application.

 **Caution** Viewable range

○ If the research sharer is not authorized to edit and view, the button will not be displayed until the application is submitted.

(4) Check your application details

The [Application searched] screen is displayed. You can check the application details.

The screenshot displays the 'Application searched' page with the following sections:

- Application Year / Title of call for Application:** FY 2019/2020年度 e-rad
- Project ID/Project title:** 19052844/2020 e-rad obo project
- Basic information:**
 - Type of application: New
 - Research period - start year to end year: (From)FY 2020 (to)FY 2021
 - Research area (main):
 - Research contents: Plant nutrition and soil science
 - Keyword: [Input field]
 - Research area (secondary):
 - Research contents: [Input field]
 - Keyword: [Input field]
 - Purpose of research: Purpose of research
 - Abstract: Abstract
 - Proposal form: [Download \(2019/11/05 14:46\)](#)
- Application documents:**

Name	Format	Size	File name
Application details file	[pdf]	30MB	19052844_oobo_pdf file.pdf
Reference materials	参考文献ファイル	[PDF (PDF F)]	30MB
- Research costs:**

Itemized expenses for each year		FY 2020	FY 2021	Total
Direct costs	直接経費	30,000 yen	10,000 yen	40,000 yen
	Subtotal	30,000 yen	10,000 yen	40,000 yen
Indirect costs	間接経費	10,000 yen	10,000 yen	20,000 yen
	Amount of subcontract / Joint research costs	10,000 yen	10,000 yen	20,000 yen
Total		50,000 yen	30,000 yen	80,000 yen
- Project members:**

Researcher number Name	Research institution Academic unit Position / class	Specialized field Academic degree role in this project	Direct costs Indirect costs Amount of subcontract /Joint research costs	Effort (%)
10839393 Aomori Taro (アオモリ タロ)	Tokyo Research Institution 総合部 名誉教授/Professor emeritus class	Specialized field Academic degree Role in this pro Doctorate Specialized field Academic degree Role in this pro	30,000 yen 10,000 yen 10,000 yen	1
- Items specific to the program:** [Input field]
- Other applications / adoption:**

Application on e-Rad	Funding agency Funding program	Title of call for application Title of research project	Role	Research period (start year to end year)	Amount	Effort (%)
<input type="radio"/>	Tokyo Funding Agency (日本顕成研)	2019年度 e-rad 公募 2019年度 e-rad 研究開発課題	Principal investigator	FY 2019~ FY 2019	10,000 yen	1
<input type="radio"/>	Tokyo Funding Agency (日本顕成研)	2019年度 e-rad 公募 2019年度 e-rad 課題	Principal investigator	FY 2019~ FY 2019	10,000 yen	1
- Research activities:** [Input field]
- Research career:**

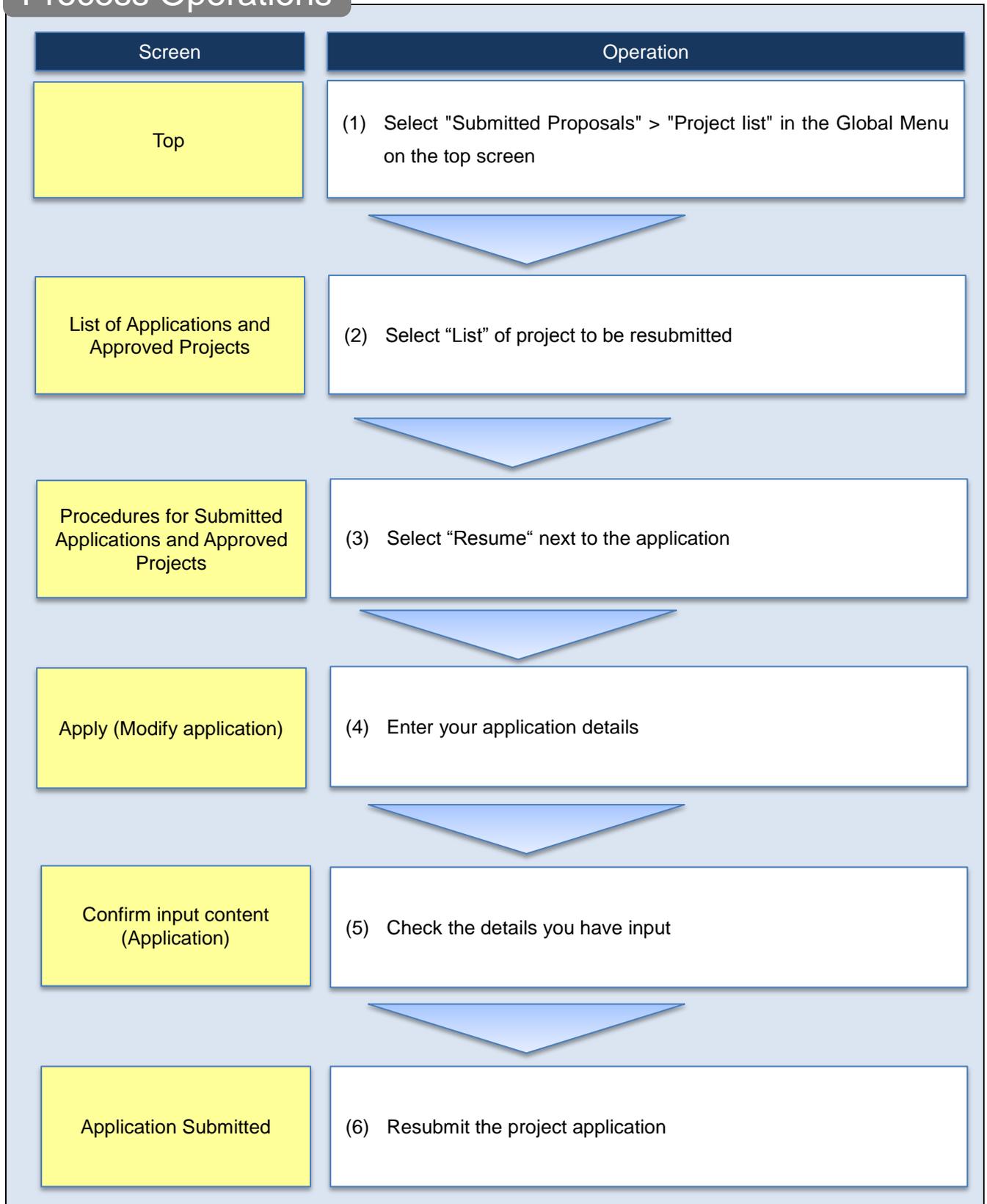
Researcher number Name	Research career
10839393 Aomori Taro (アオモリ タロ)	[Input field]

This section explains how to check the application details.

1.4 Resubmitting a Project Application

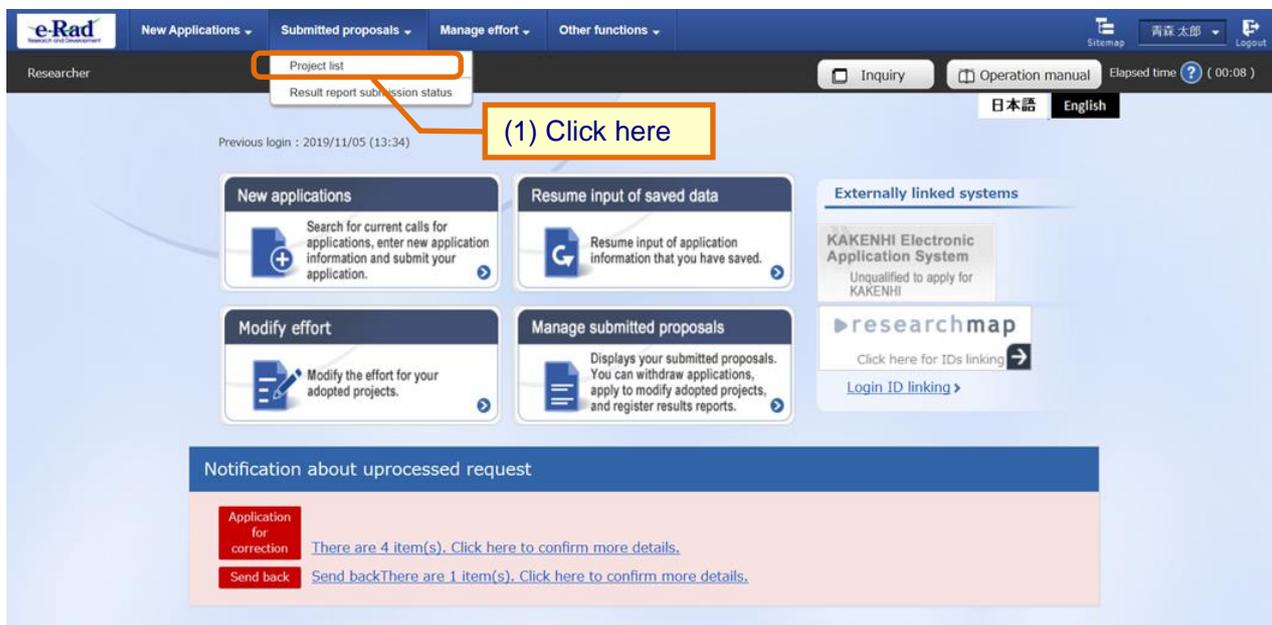
This section explains how to resubmit the projects sent back by research institution / Funding agency, pulled back projects and requested for revision from the Funding agency.

Process Operations



Instructions

(1) Selection in the Global Menu



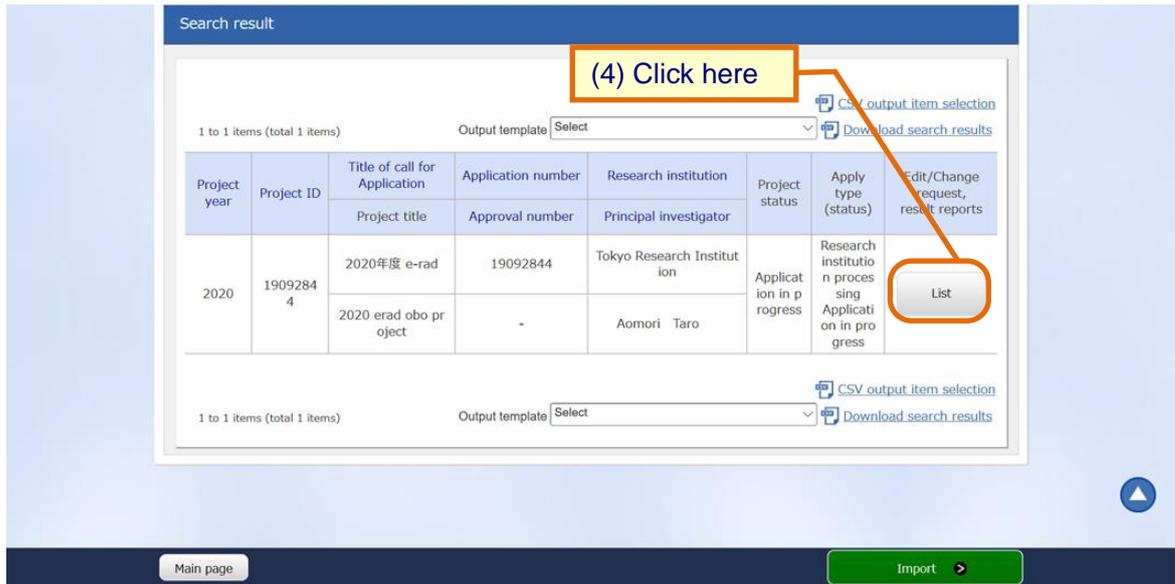
- ① Click "Submitted proposals" > "Project list" in the Global Menu in the top screen.

(2) Search for your project

The [List of Applications and Approved Projects] screen is displayed.

- ① Input search terms.
- ② Select “Only Applications”.
- ③ Click the “Search” button.
 - Clicking “Search” without entering search terms displays all current applications and adopted projects.
 - To filter your search by more advanced terms, click the “Display advanced search conditions” button to display the advanced settings.

The search result is displayed.



The screenshot shows a search result page with a table of results. A yellow box with the text "(4) Click here" is positioned above the table, with an orange arrow pointing to a "List" button in the rightmost column of the table. The table has the following data:

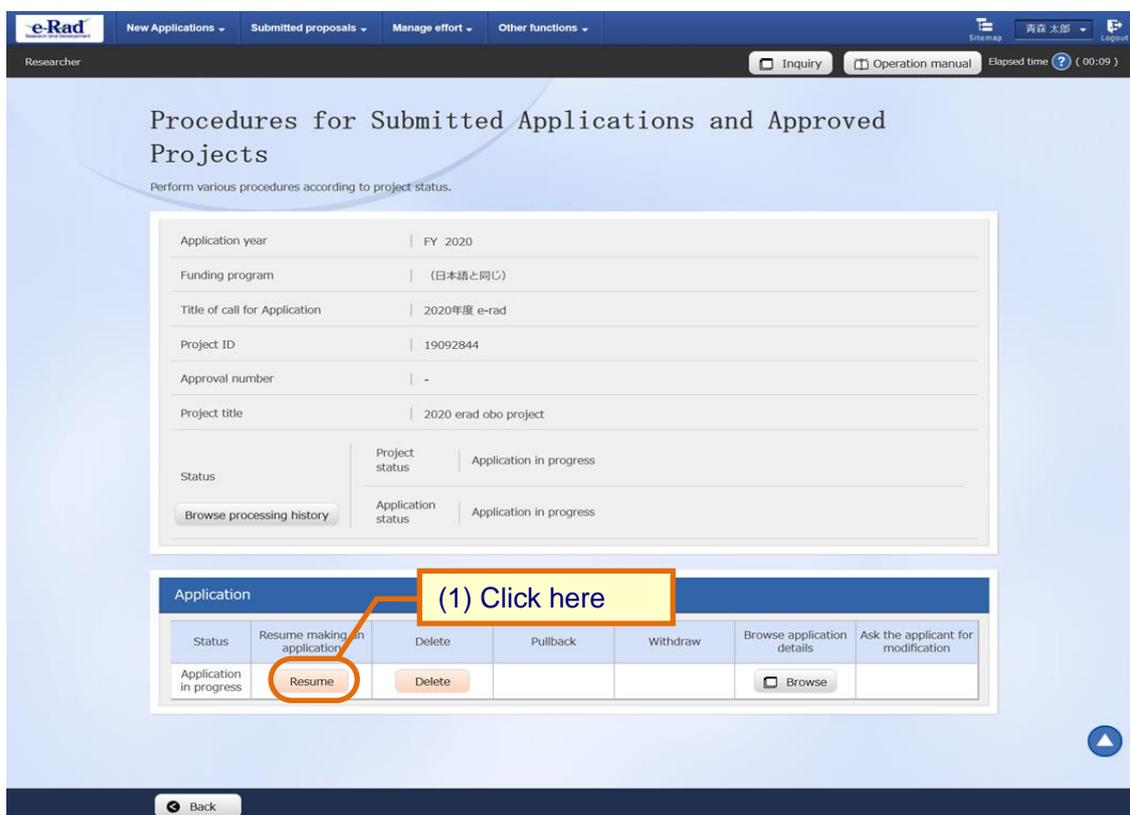
Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports
2020	19092844	2020年度 e-rad	19092844	Tokyo Research Institution	Application in progress	Research institution processing Application in progress	List
		2020 erad obo project	-	Aomori Taro			

At the bottom of the page, there are buttons for "Main page" and "Import >".

- ④ Click the “List” button next to the project for which you want to check the details.

(3) Select “Resume” next to the application

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

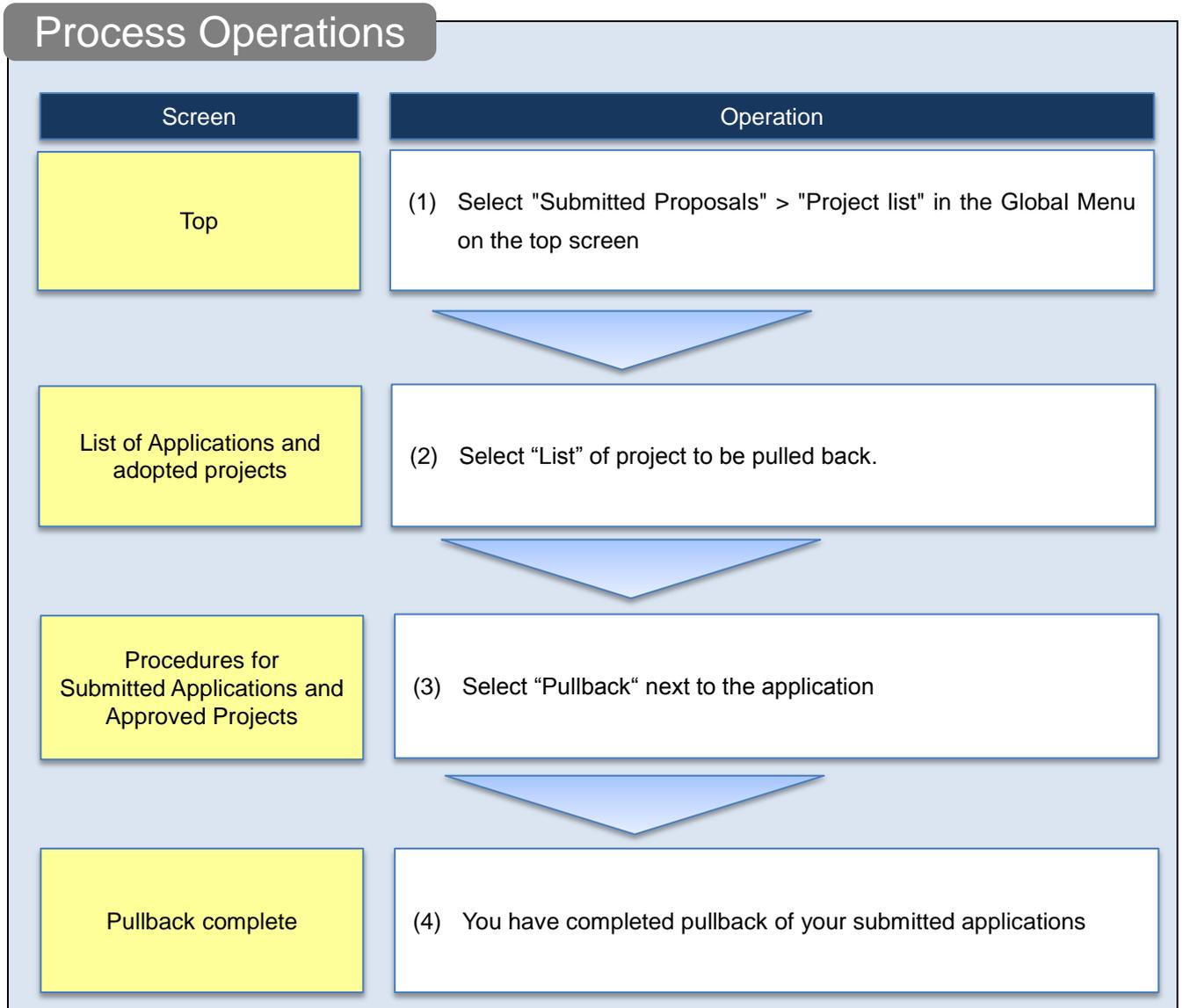


① Click the “Resume” button next to the application.

The later steps refer to P.10 ”1.1 Creating a Project Application (4) Enter your application details”.

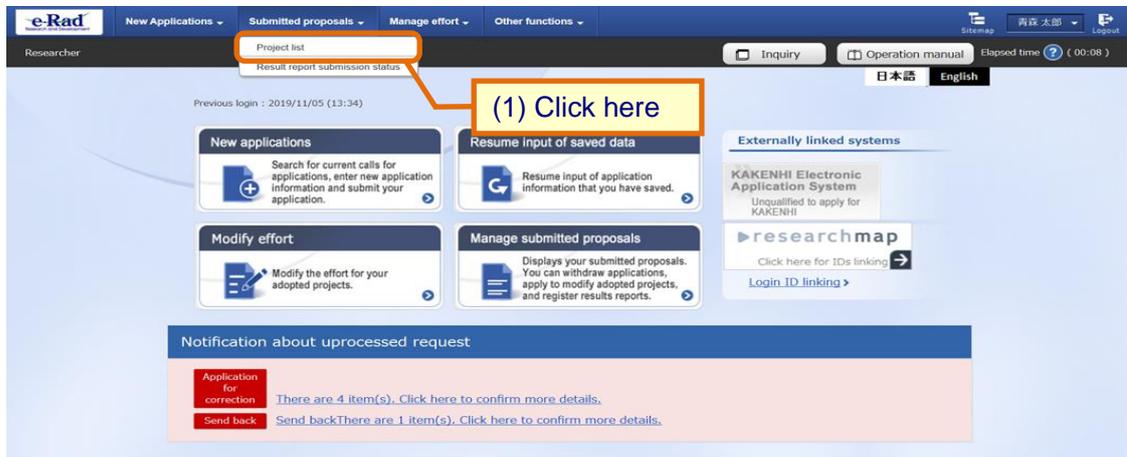
1.5 Pull back a project application

This section explains how to pull back a submitted project application.



Instructions

(1) Selection in the Global Menu



- ① Click "Submitted Proposals" > "Project list" in the Global Menu on the top screen.

(2) Search for your Application

The [List of Applications and Approved Projects] screen is displayed.

The screenshot displays the 'List of Applications and Approved Projects' screen. At the top, there are navigation tabs: 'New Applications', 'Submitted proposals', 'Manage effort', and 'Other functions'. Below these, the user is logged in as 'Researcher'. The main heading is 'List of Applications and Approved Projects', followed by a brief description and a list of actions: 'Correct applications', 'Request to change the approved projects', 'Request to withdraw, hold or cancel the approved projects', and 'Register result reports'.

The search interface includes a 'Search conditions' section with the following fields:

- Funding System Code: [Text input] [Exact match]
- Funding system: [Text input] [Partial match] [Search funding system]
- Funding Program Code: [Text input] [Exact match]
- Funding program: [Text input] [Partial match] [Search funding programs]
- Code of call for Application: [Text input] [Exact match]
- Title of call for Application: [Text input] [Partial match] [Search calls for Applications]
- Project ID: [Text input]
- Project title: [Text input] [Partial match]
- Category(ies) to be searched: All Only Applications Only Approved Projects
- Number of displayed items: 100

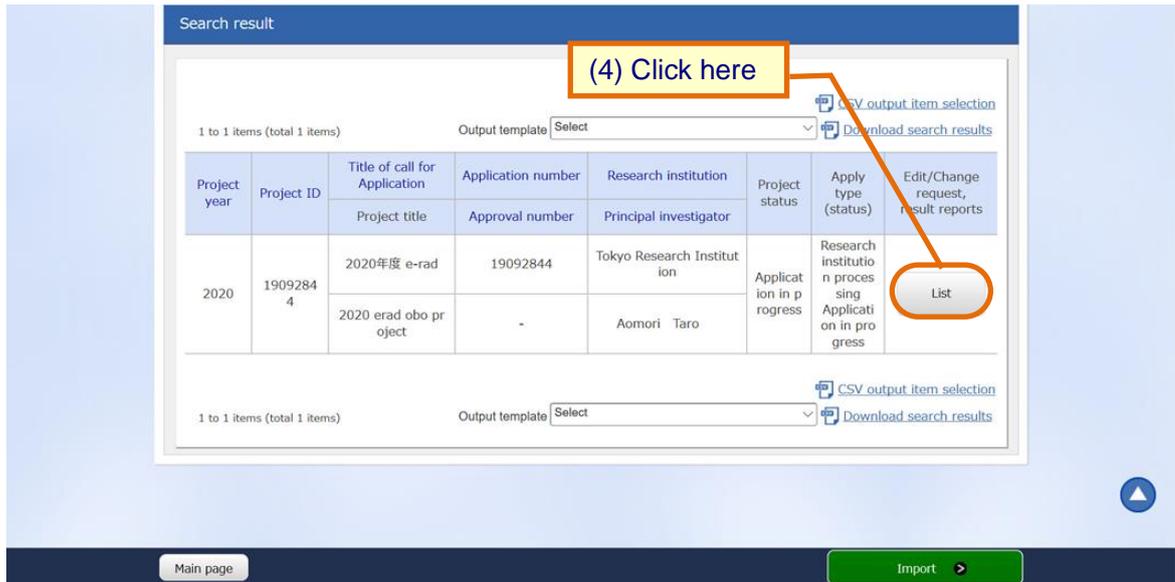
Below the search conditions is a 'Display advanced search conditions' button. A pink arrow points from this button to the 'Advanced search conditions' section below. This section contains a 'Clear search conditions' button and a 'Search' button. A callout box labeled '(3) Click here' points to the 'Search' button.

The 'Advanced search conditions' section includes:

- Funding agency: [Select dropdown]
- Application year: FY [Text input] [Exact match]
- Project year: FY [Text input] [Exact match]
- Application number: [Text input] [Exact match]
- Approval number: [Text input] [Exact match]
- Application entity: All Researcher unit Research institution unit
- Category of researcher's concurrent posts: All Principal investigator Co-investigator
- Project status:
 - Application status: All select
 - Application in progress
 - Application received
 - Not received
 - After registration of approved result
 - Approved
 - Not approved
 - Retracted
- Approved status: All select
 - Before registration of grant amount / contract amount
 - After registration of grant amount / contract amount
 - End of year
 - Published to CSTI
- Discontinue project
- Withdraw
- Hold

- ① Input search terms.
- ② Select "Only Applications"
- ③ Click the "Search" button.
 - Clicking "Search" without entering search terms displays all current applications and adopted projects.
 - To filter your search by more advanced terms, click the "Display advanced research conditions" button to display the advanced settings.

The search result is displayed.



The screenshot shows a search result page titled "Search result". At the top, there is a yellow box with the text "(4) Click here" and an arrow pointing to a "List" button in the "Edit/Change request, result reports" column of the table. The table contains two rows of data for the year 2020. Below the table, there are links for "CSV output item selection" and "Download search results". At the bottom of the page, there are buttons for "Main page" and "Import >".

Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports
2020	19092844	2020年度 e-rad	19092844	Tokyo Research Institution	Application in progress	Research institution processing Application in progress	List
		2020 erad obo project	-	Aomori Taro			

④ Click the "List" button.

(3) Select “Pullback” next to the application

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

The screenshot shows the e-Rad interface with the following details:

- Header:** e-Rad logo, navigation tabs (New Applications, Submitted proposals, Manage effort, Other functions), user profile (青森 太郎), and utility links (Inquiry, Operation manual, Elapsed time).
- Section:** Procedures for Submitted Applications and Approved Projects. Subtext: Perform various procedures according to project status.
- Project Details:**
 - Application year: FY 2020
 - Funding program: (日本語と同じ)
 - Title of call for Application: 2020年度 e-rad
 - Project ID: 19092844
 - Approval number: -
 - Project title: 2020 erad obo project
 - Status: Application in progress
 - Application status: Application in progress
- Application Table:**

Status	Resume making an application	Delete	Pullback	Ask the applicant for modification
Application in progress			Pullback	

① Click the “Pullback” button next to the application.



Caution

Possible range of Pullback

- If approval from your Research Institution is required (Researcher → Research Institution → Funding agency), you can pull back the project application before approved by research institution.
- If approval from your research institution is not required (Researcher → Funding agency), you can pull back the project application before accepted by Funding agency.

(4) Pullback complete

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

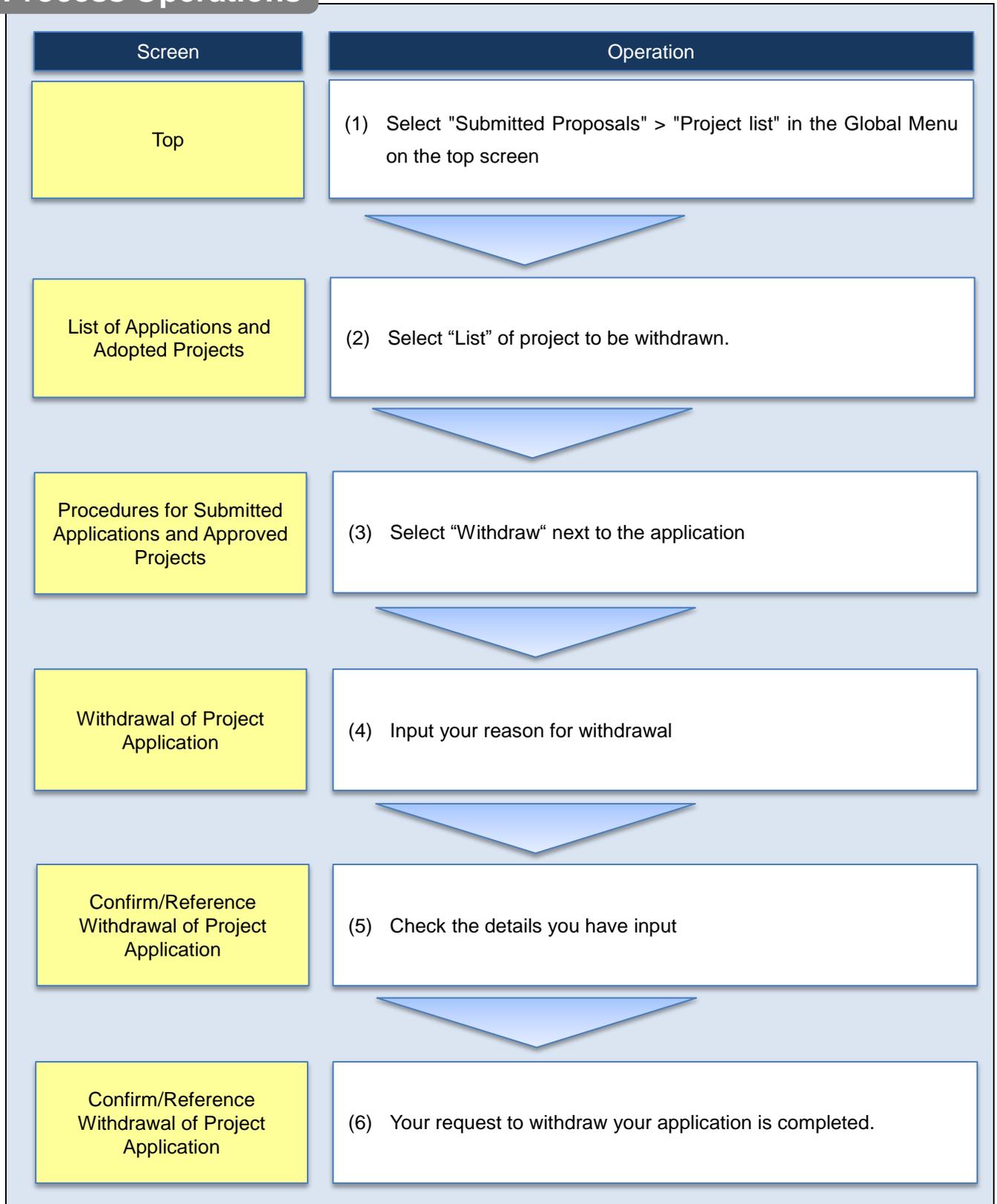


This section explains how to pull back submitted project application.

1.6 Withdrawing a Project Application

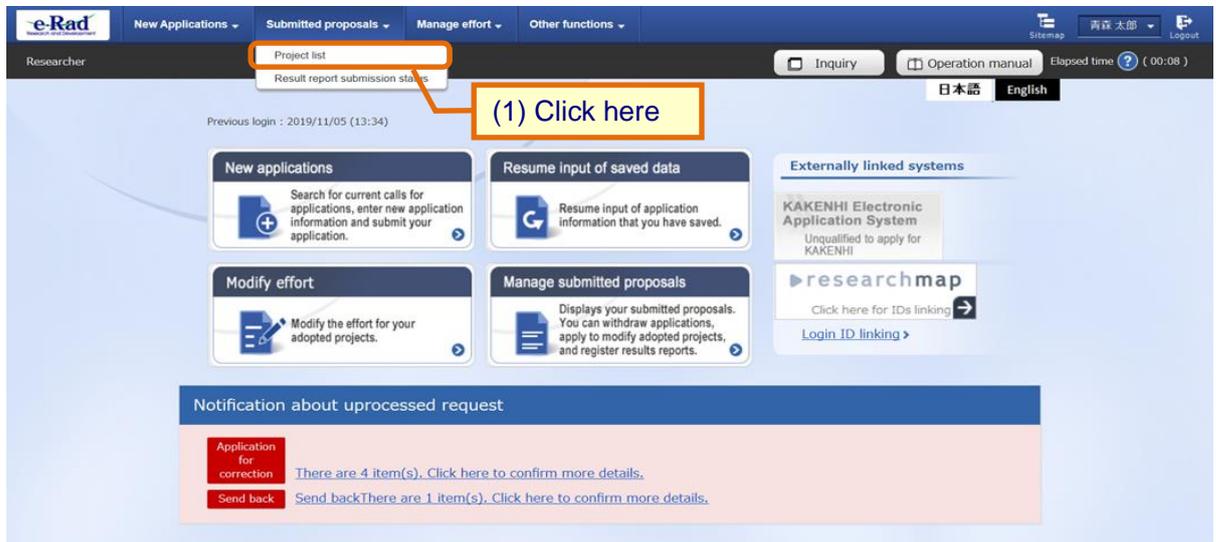
This section explains how to withdraw a project application accepted by Funding agency..

Process Operations



Instructions

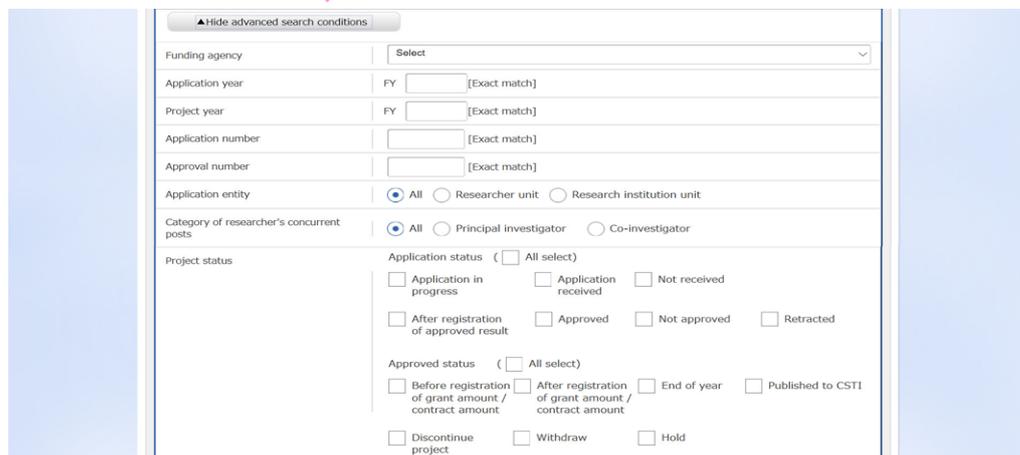
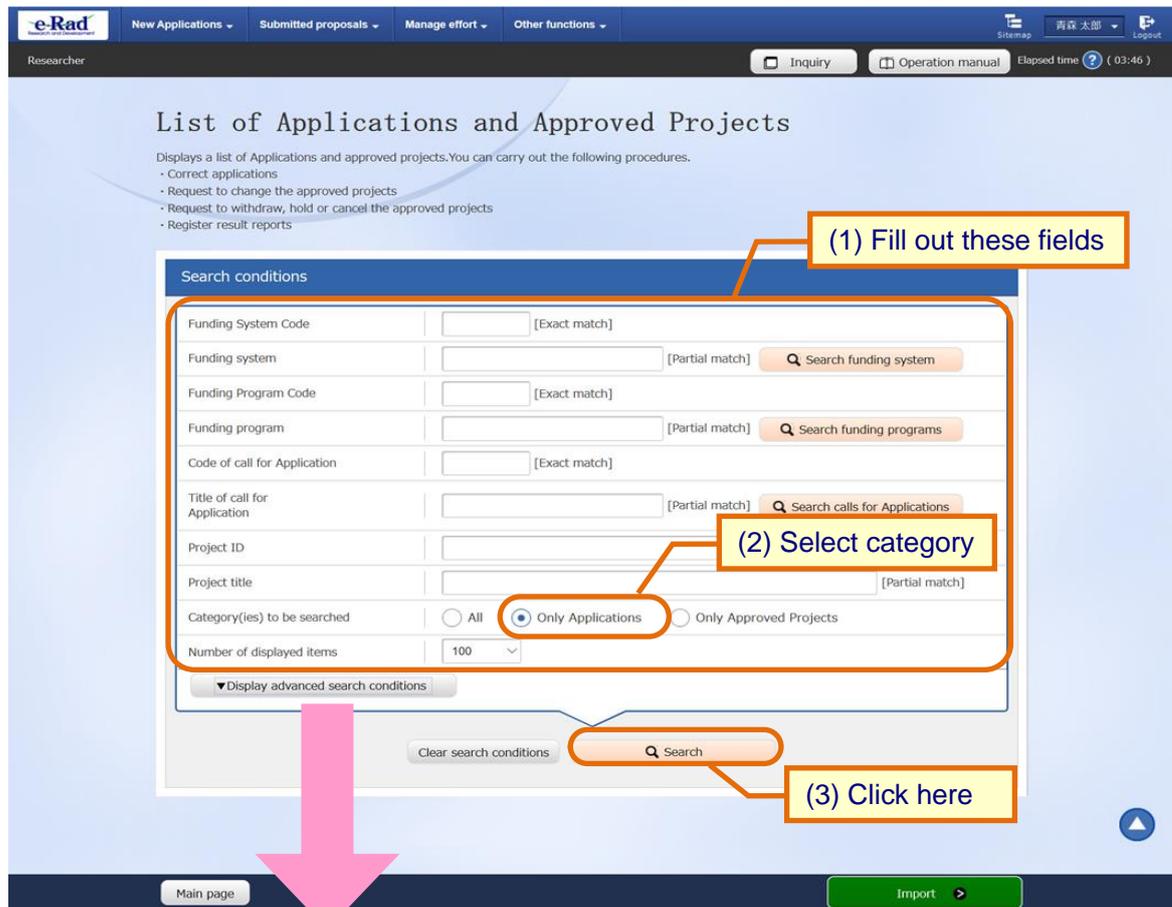
(1) Selection in the Global Menu



- ① Click "Submitted Proposals" > "Project list" in the Global Menu on the top screen.

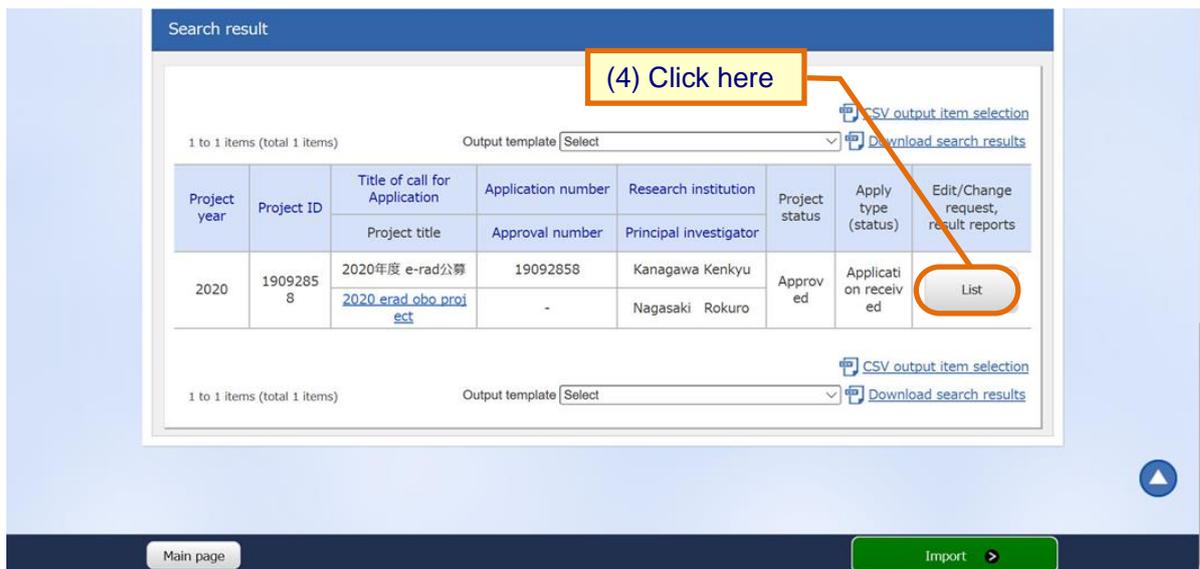
(2) Search for your project

The [List of Applications and Approved Projects] screen is displayed.



- ① Input search terms.
- ② Select “Only Applications”
- ③ Click the “Search” button.
 - Clicking “Search” without entering search terms displays all current applications and adopted projects.
 - To filter your search by more advanced terms, click the “Display advanced research conditions” button to display the advanced settings.

The search results are displayed.



The screenshot shows a search results interface. At the top, there is a blue header with the text "Search result". Below this, there is a search summary section with "1 to 1 items (total 1 items)" and an "Output template" dropdown menu set to "Select". To the right of this section are two links: "CSV output item selection" and "Download search results".

Project year	Project ID	Title of call for Application	Application number	Research institution	Project status	Apply type (status)	Edit/Change request, result reports
		Project title	Approval number	Principal investigator			
2020	19092858	2020年度 e-rad公募 2020_erad_obo_project	19092858 -	Kanagawa Kenkyu Nagasaki Rokuro	Approved	Application received	List

Below the table, there is another search summary section with "1 to 1 items (total 1 items)" and an "Output template" dropdown menu set to "Select". To the right are two links: "CSV output item selection" and "Download search results".

At the bottom of the page, there is a dark blue footer with a "Main page" button on the left and an "Import" button with a right-pointing arrow on the right. A blue upward-pointing triangle icon is located on the right side of the page.

An orange callout box with the text "(4) Click here" points to the "List" button in the table's "Edit/Change request, result reports" column.

④ Click the "List" button.

(3) Select “Withdraw” next to the application

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

The screenshot shows the 'Procedures for Submitted Applications and Approved Projects' screen. The page header includes the e-Rad logo and navigation menus. The main content area displays application details for FY 2020, including funding program, title, project ID, and status. A table at the bottom lists application actions, with the 'Withdraw' button highlighted by a red circle and a callout box labeled '(1) Click here'.

Status	Resume making an application	Delete	Pullback	Withdraw	details	modification
Application received				Withdraw	<input type="checkbox"/> Browse	

- ① Click the “Withdraw” button next to the application.

Caution

Possible conditions of withdrawal

- If the project status of the application is “Application received” or “Approval results registered” and Application status is “Application received”, the “Withdraw” button is displayed.

(4) Input your reason for withdrawal

The [Withdrawal of Application] screen is displayed.

The screenshot shows the 'Withdrawal of Application' screen. The page title is 'Withdrawal of Application' with a subtitle 'Request to withdraw the application that has already been accepted.' The page is divided into two main sections: 'Project proposal details' and 'Retraction Withdrawal details'.

Project proposal details

Application year / Title of call for Application	FY 2019 /2020年度 e-rad
Project ID / Project title	19092844 /2020 erad obo project
Research institution	Tokyo Research Institution
Principal investigator	Aomori Taro
Status	Application received (Application received)

Retraction Withdrawal details

Reason for retraction ? Required *2000 characters or less (line breaks and spaces are each counted as one character)

More 2000 more characters.

Callout (1) points to the text input field. Callout (2) points to the 'Confirm' button at the bottom right.

- ① Input the details.
- ② Click the "Confirm" button.

(5) Check your input details

The [Confirm/Reference Withdrawal of Application] screen is displayed.

Project proposal details

Application Year / Title of call for Application	FY 2019 /2020年度 e-rad
Project ID / Project title	19092844 / 2020 erad obo project
Research institution	Tokyo Research Institution
Principal investigator	Aomori Taro
Status	Application received (Application received)

Withdrawal details

Reason for withdrawal	2000 characters or less (line breaks and spaces are each counted as one character)
-----------------------	--

[Back](#) [Register](#)

- ① Check the details.
- ② Click the “Register” button to register your request.

(6) Withdrawal Request Submitted

The [Confirm/Reference Withdrawal of Application] screen is displayed. You have now completed the procedure to withdraw your application.



- ① Click “Applications and approved projects” to check the “project status” and “Apply type(status)” of your project application.

- If approval from your research institution is not required

Your withdrawal of application is submitted to the Funding agency immediately and the project status changes to “Approved” and the apply type(status) changes to “Funding agency processing”, “Withdrawal applying”.

- If approval from your research institution is required

Your withdrawal of application is first submitted to your research institution and the project status changes to “Approved” and the apply type(status) changes to “Research institution processing”, “Withdrawal applying”.

After your withdrawal of application is approved by the administrative manager, it is submitted to the Funding agency and the project status changes to “Approved” and the apply type(status) changes to “Funding agency processing”, “Withdrawal applying”.

This section explains how to withdraw the submitted project application.

1.7 Delete a Project Application

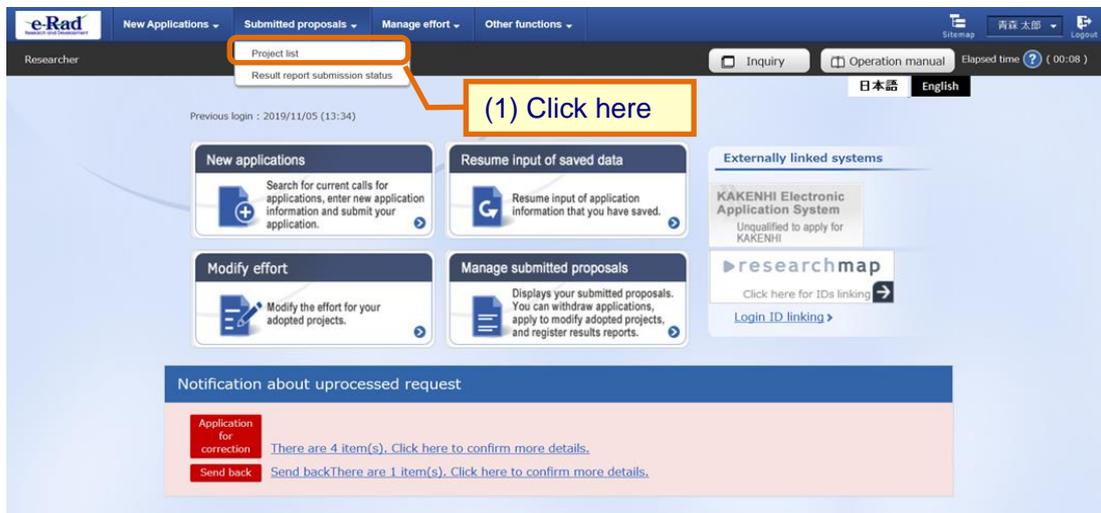
This section explains how to delete an application after submitting it.

Process Operations

Screen	Operation
Top	(1) Select "Submitted Proposals" > "Project list" in the Global Menu on the top screen.
List of Applications and adopted projects	(2) Select "List" of project to be deleted.
Procedures for Submitted Applications and Approved Projects	(3) Select "Delete" next to the application
Apply(confirm deletion)	(4) Check details to be deleted
Application deleted	(5) You have completed deletion of your submitted application

Instructions

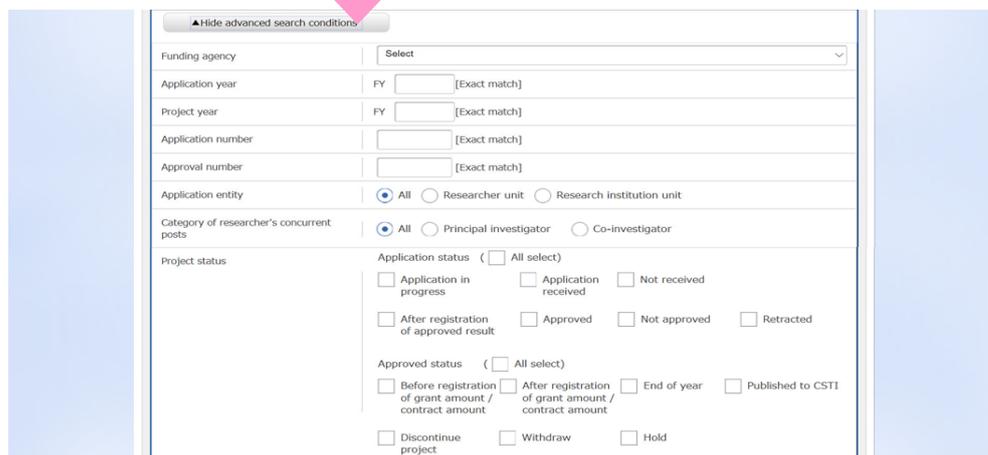
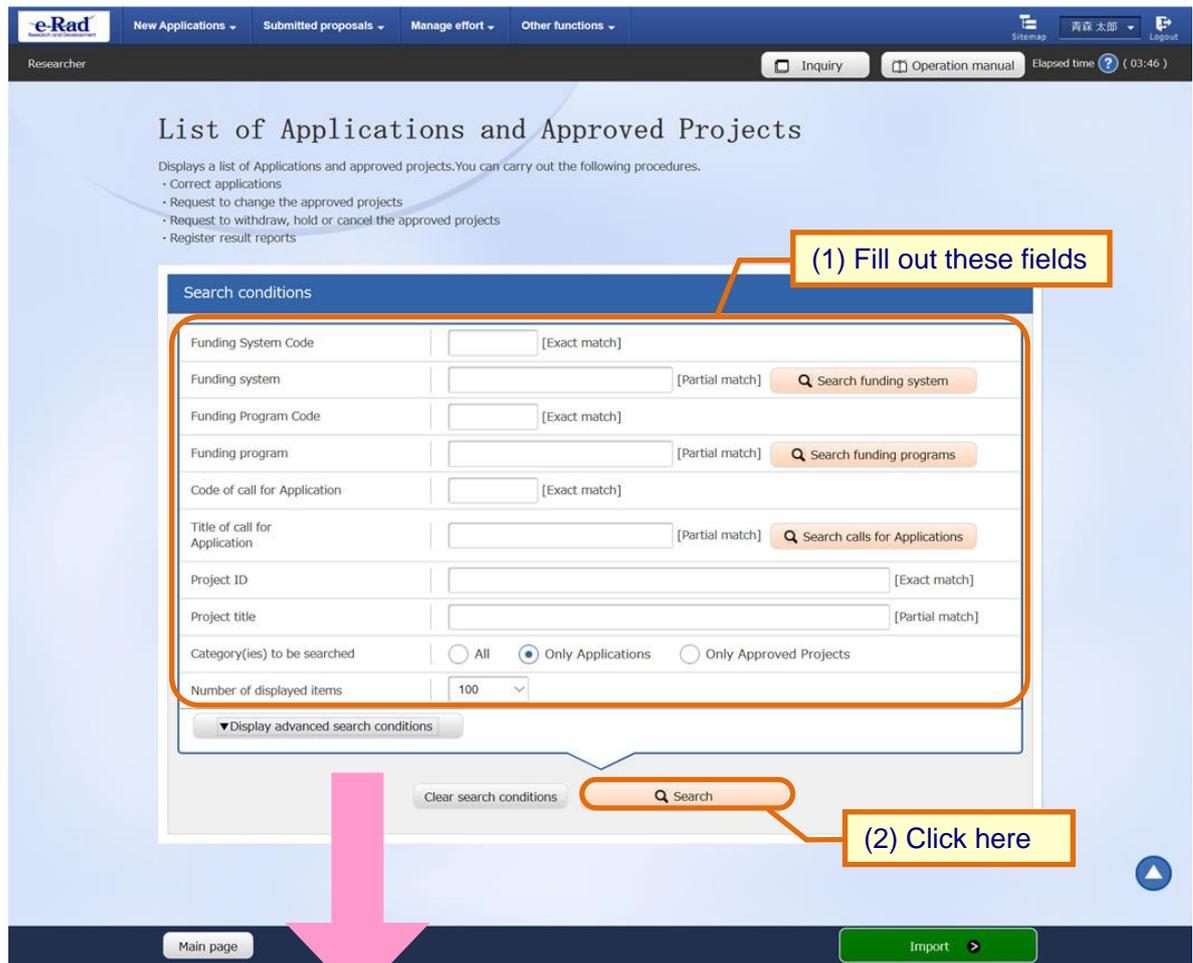
(1) Selection in the Global Menu



- ① Click "Submitted Proposals" > "Project list" in the Global Menu on the top screen.

(2) Search for your project

The [List of Applications and Approved Projects] screen is displayed.



- ① Input search terms.
- ② Click the “Search” button.
 - Clicking “Search” without entering search terms displays all current applications and adopted projects.
 - To filter your search by more advanced terms, click the “Display advanced research conditions” button to display the advanced settings.

The search result is displayed.

The screenshot shows a search result interface. At the top, there is a blue header with the text "Search result". Below the header, there is a search summary section with "1 to 1 items (total 1 items)" and an "Output template" dropdown menu set to "Select". To the right of this section are two links: "CSV output item selection" and "Download search results".

The main part of the interface is a table with the following columns: Project year, Project ID, Title of call for Application, Application number, Research institution, Project status, Apply type (status), and Edit/Change request, result reports. The table contains one data row for the year 2020 with Project ID 19092849. The row is split into two sub-rows for different project titles: "2020年度 e-rad" and "2020 erad society project". The "Apply type (status)" column for both sub-rows is "Applicant processing Application in progress".

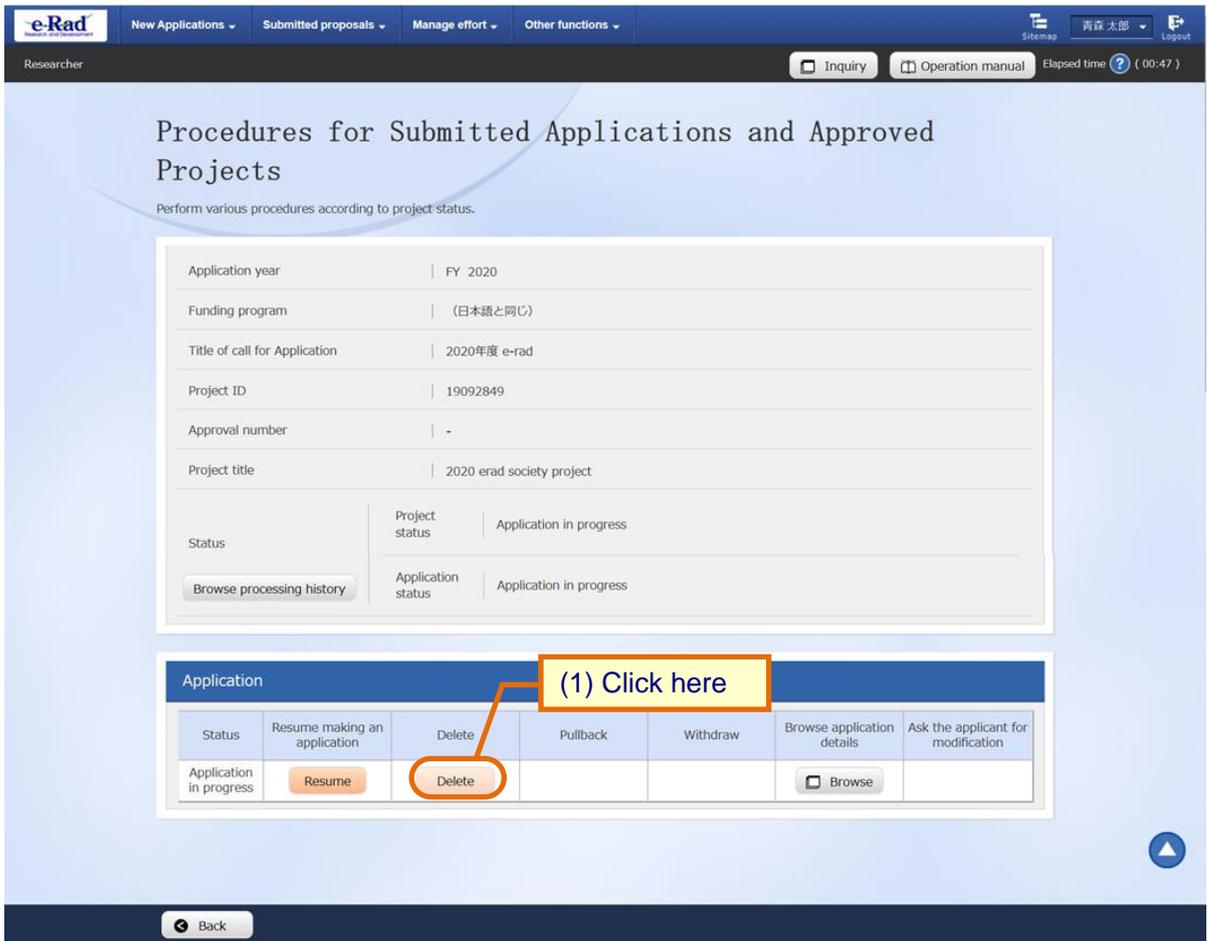
In the "Edit/Change request, result reports" column, there is a button labeled "List". This button is circled in orange, and an orange callout box with the text "(3) Click here" has an arrow pointing to it.

At the bottom of the table, there is another search summary section with "1 to 1 items (total 1 items)" and an "Output template" dropdown menu set to "Select". To the right are the same two links: "CSV output item selection" and "Download search results".

③ Click the "List" button.

(3) Select “Delete” next to the application

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



① Click the “Delete” button next to the application.

Caution

Possible conditions of deletion

- You can delete saved project applications.
- You can delete project applications withdrawn or pulled back by reseaech institution, Funding agency.
- ※ You cannot delete withdrawal of project applications that requested for revision by Funding agency.

(4) Checking details to be deleted

The [Apply (Confirm deletion)] screen is displayed.

The screenshot shows the 'Apply (confirm deletion)' screen in the e-Rad system. The page title is 'Apply (confirm deletion)'. Below the title, there are navigation tabs: 'Basic information', 'Research costs', 'Project members', 'Items specific to the program', 'Other applications / adoption', and 'Research activities'. The 'Basic information' section is highlighted with a blue border and contains the following details:

- Application Year/ Title of call for Application: FY 2019/2020 Ⅱ e-rad
- Project ID/Project title: 1900849/2020 erat society project
- Type of application: New
- Research period - start year to end year: (from)FY 2020 (to)FY 2021
- Research area (main): Applied microbiology
- Research area (secondary): Applied microbiology
- Purpose of research: Purpose of research
- Abstract: Abstract

The 'Application documents' section shows a table of files:

Name	Format	Size	File name
Application details file	[PDF]	30MB	19022849_nubc_pdf file.pdf
Reference materials	参照資料ファイル [PDF (PDF F)]	30MB	

The 'Research costs' section shows a table of itemized expenses for each year:

	FY 2020	FY 2021	Total
Direct costs	30,000 yen	30,000 yen	60,000 yen
Indirect costs	10,000 yen	10,000 yen	20,000 yen
Amount of subcontract / joint research costs	10,000 yen	10,000 yen	20,000 yen
Total	50,000 yen	50,000 yen	100,000 yen

The 'Project members' section shows a table of project member details:

Researcher number Name	Research institution Academic unit Position / class	Specialized field Academic degree role in this project	Direct costs Indirect costs Amount of subcontract / joint research costs	Effort (%)	Viewing/editing authority
10837933 Aomori Taro (アオモリ タロ)	Tokyo Research Institution 薬学部 准教授 (Professor emeritus class)	Specialized Field Academic degree e Role in this project Doctorate Specialized field Academic degree e Role in this project	30,000 yen 10,000 yen 10,000 yen	1	

The 'Items specific to the program' section is currently empty.

The 'Other applications / adoption' section shows a table of adoption status:

Application on e-Rad	Funding agency Funding program	Title of call for application Title of research project	Role	Research period (start year to end year)	Amount	Effort (%)
<input type="radio"/>	Tokyo Funding Agency (日本橋と京大)	2019年度 e-rad 2019年度 e-rad 応用基礎課	Principal investigator	FY 2019 - FY 2019	12,000 yen	1
<input type="radio"/>	Tokyo Funding Agency (日本橋と京大)	e-rad 応用基礎課 2020年度 応用基礎課	Principal investigator	FY 2019 - FY 2019	12,000 yen	1
<input type="radio"/>	Tokyo Funding Agency (日本橋と京大)	S-S, S-1, Reflex S-S, S-1, Reflex	Principal investigator	FY 2019 - FY 2022	11,000 yen	1
<input type="radio"/>	Tokyo Funding Agency (日本橋と京大)	2019年度 e-rad 応用基礎課 2019年度 e-rad 深層	Principal investigator	FY 2019 - FY 2019	10,000 yen	1
<input type="radio"/>	Tokyo Funding Agency (日本橋と京大)	2019年度 e-rad 応用基礎課 2019年度 e-rad 研究開発課	Principal investigator	FY 2019 - FY 2019	10,000 yen	1

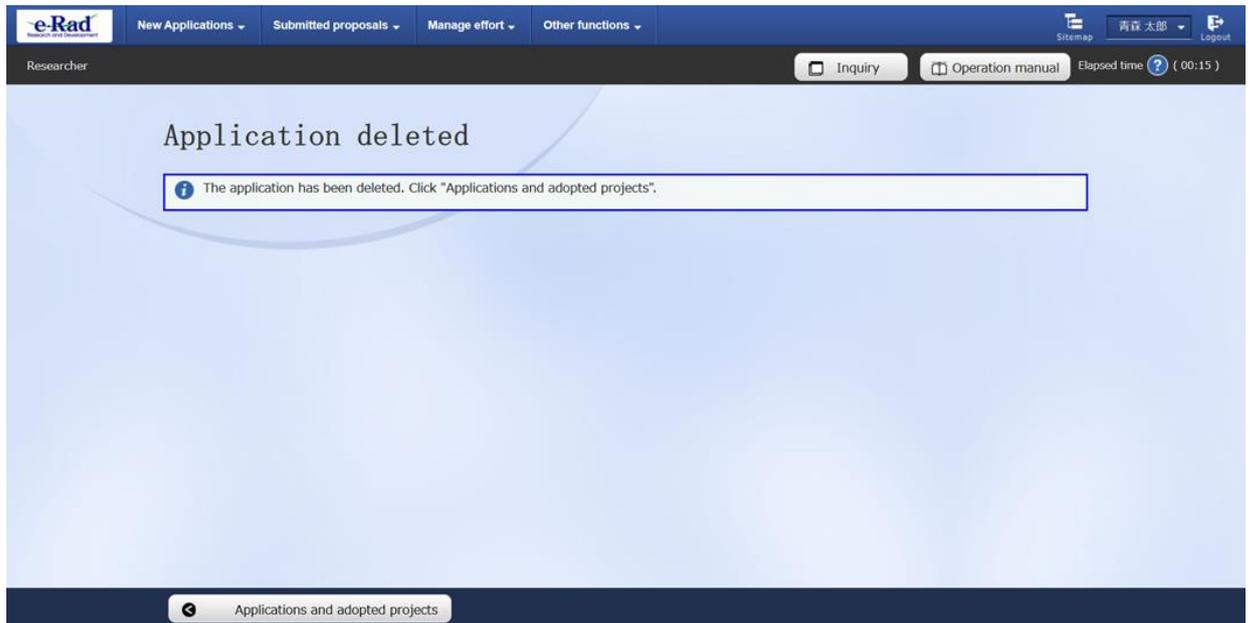
The 'Research activities' and 'Research career' sections are currently empty.

At the bottom of the screen, there is a 'Delete application' button. A yellow callout box with the text '(2) Click here' points to this button.

- ① Check the details.
- ② Click the “Delete application” button to delete your application.

(5) Deletion complete

The [Application deleted] screen is displayed.



This section explains how to delete project applications.

Revision History

Version	Date	Overview
Version 1.00	Feb 25, 2020	Final release response