

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)]. Please note
the document is available in Japanese only.

Version 1.9

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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 72	Firefox 65	Safari 12.0
Windows 7 SP1	○	○	○	-
Windows 8.1 Update	○	○	○	-
Windows 10	○	○	○	-
Mac OSX(10.13)	-	-	-	○
Mac OSX(10.14)	-	○	-	○

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"> • Microsoft Word 2007 or faster 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. MS-Word97-2003 document (doc) and MS-Word document (docx) format file can be attached. • Adobe Acrobat Reader DC (formerly Adobe Reader) 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.
Network environment	Support SSL communication (HTTP, 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 (<http://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 <http://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

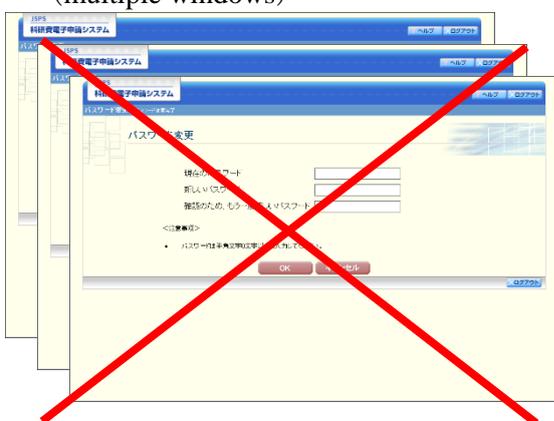
- 1 Please do not use [Previous] button of the Web browser or [BackSpace] key when you want to return to the previous screen, as there may be a case in which the system does not operate properly.

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.

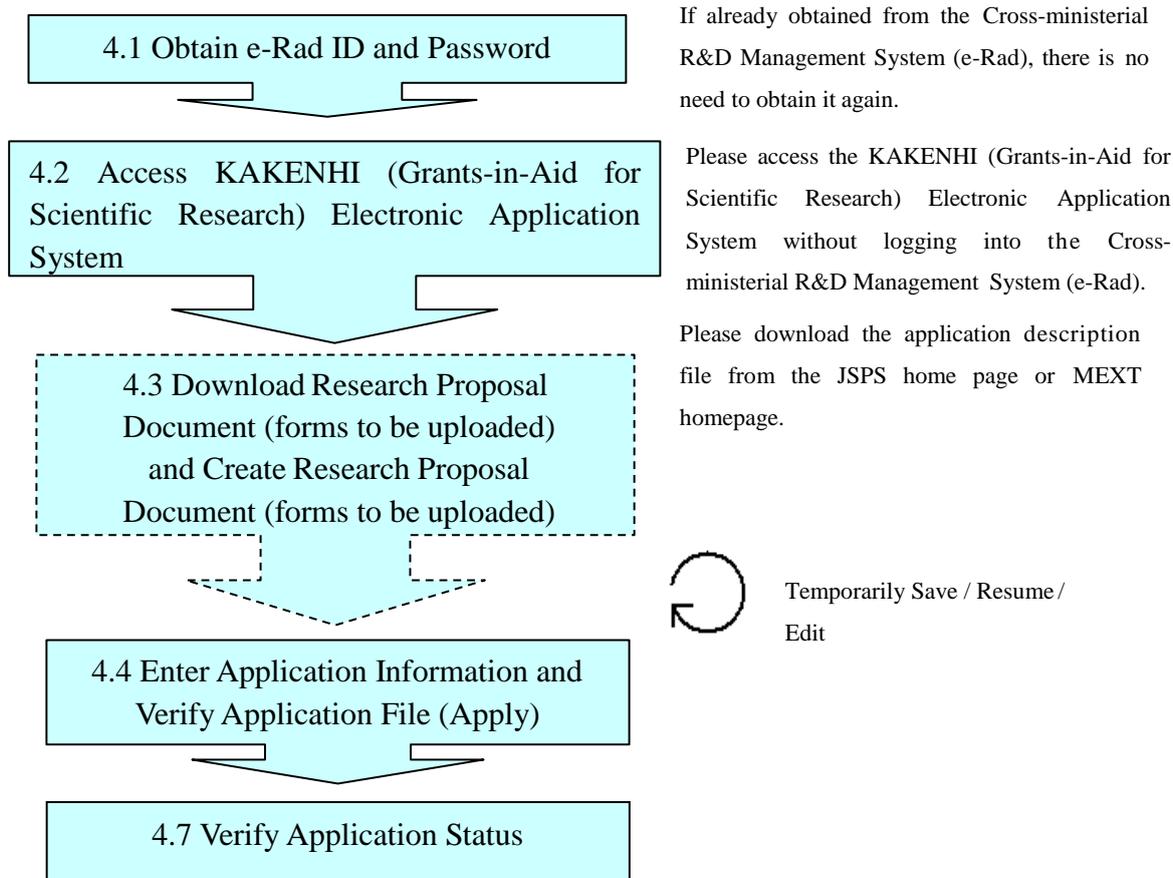
(multiple windows)



(multiple tabs)



2. Operational Flow

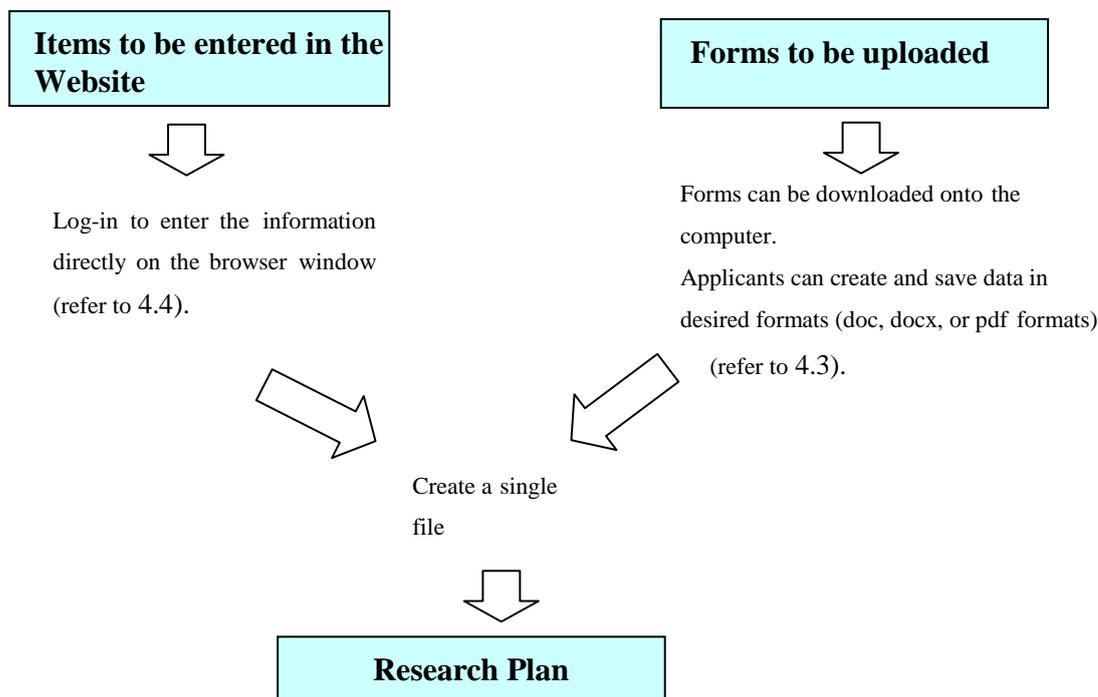


Note

- ※ 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 (<http://www-shinsei.jps.go.jp/>), and click 「科学研究費助成事業 (Grants-in-Aid for Scientific Research) 」.



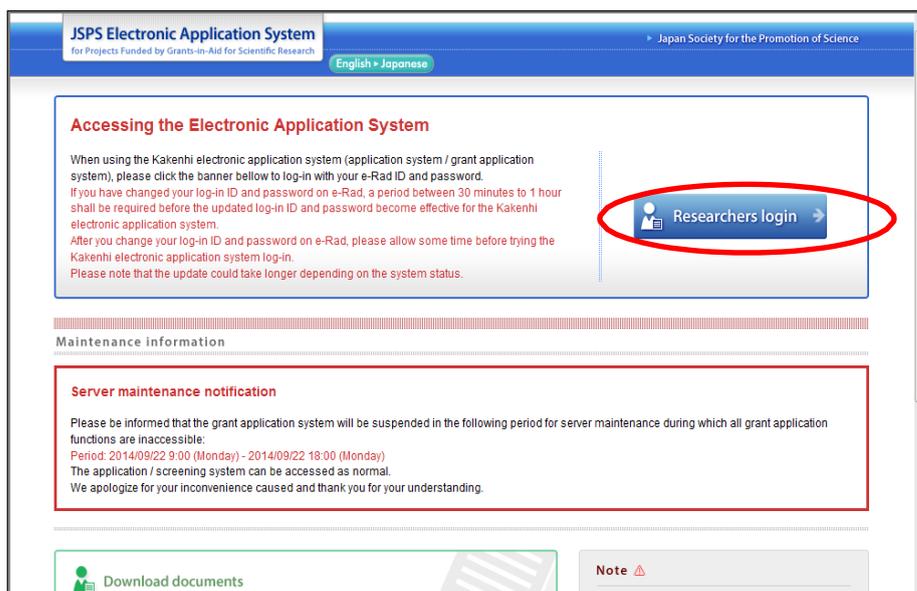
- 2 The 「科学研究費助成事業のトップページ (Grants-in-Aid for Scientific Research Top Page)」 in Japanese will appear.
Click [Japanese→English].



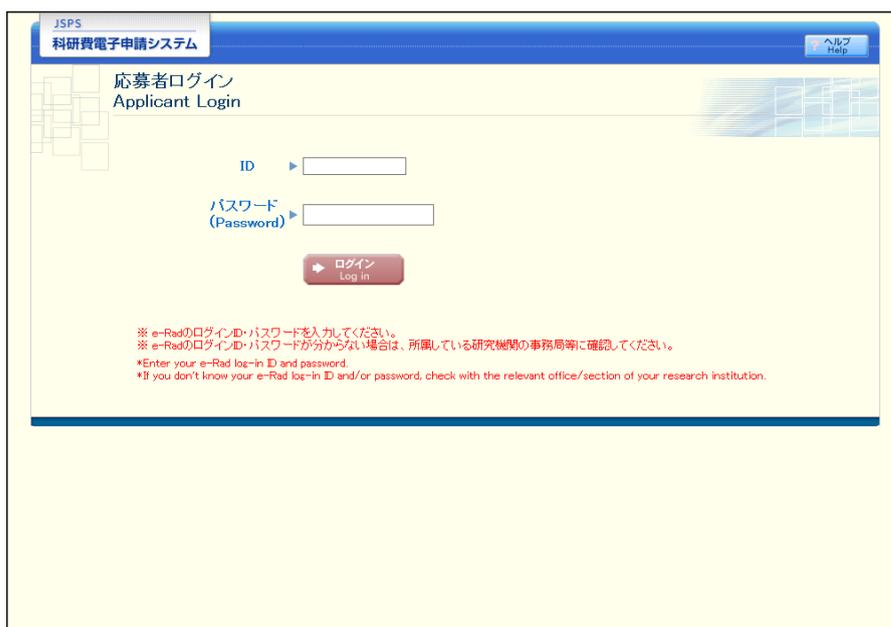
Note

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

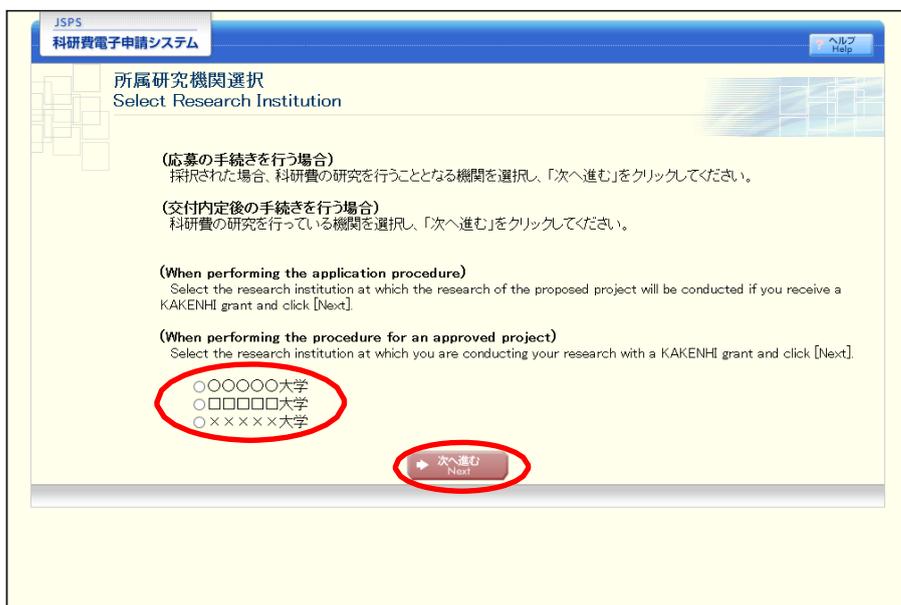
3 Grants-in-Aid for Scientific Research Top Page in English will appear. Click [Researchers Login].



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 If the applicant belongs to more than one research institution, “Select your professional affiliation” screen is displayed. Choose the institution in which you will conduct the research funded by KAKAENHI (when selected) and click [Next].



Note

※ If the applicant belongs to only one institution, 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 “4.8 Email Address Registration” to register.)



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

The screenshot shows the 'Menu for Applicant' page of the JSPS Electronic Application System. The page is organized into several sections:

- Notice on Application Procedure and Formal application for grant delivery:** Includes a notice about the 2008 fiscal year research grant application system.
- Researcher Information Check:** A section for checking researcher information registered with e-Rad, with a button labeled 'Check researcher information'.
- Application procedure:** A list of application categories, each with a corresponding button:
 - 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))
 - 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))
 - 国際共同研究推進基金 (国際共同研究強化(A)) (Fund for the Promotion of Joint International Research (Fostering Joint International Research (A)))
 - 国際共同研究推進基金 (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)
- Modify a research proposal document being created:** A button labeled 'Modify Proposal for Grant-in-Aid' with a status message: '現在作成中の調査は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)'.
- Check the processing status of a submitted application:** A button labeled 'Check processing status' with a status message: '現在XX件申請済みです。(The number of applications submitted: XX)'. This button is highlighted with a red box.
- Disclosure of review results:** A button labeled 'View screening results' with a status message: '審査結果を確認してください。(To view the review results, click the button below)'. This button is also highlighted with a red box.
- Procedure for provisional grant decision:** A button labeled 'Perform the procedure for approved project' with a status message: '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)'.
- Procedure for official grant decision:** A button labeled 'Perform the procedure for authorized project' with a status message: '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)'.

At the bottom of the page, there is an 'e-Rad' logo and a link to '電子申請に関するご意見、ご要望はこちら' (Opinions and requests on Electronic Application System are here).

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.
「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.

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 screenshot shows the 'Application procedure' page with a 'Start the application process' button highlighted in red. Below it, a list of research categories is shown. A red arrow points from the 'Start Application' button to the 'List of Research Categories Open to Application' page.

The 'List of Research Categories Open to Application' page displays a table with the following columns: Research Category, Forms to be Uploaded Form Download, URL, and Application Information Input.

Research Category	Forms to be Uploaded Form Download	URL	Application Information Input
200x年度 基礎研究(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
200x年度 基礎研究(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
200x年度 基礎研究(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
200x年度 基礎研究(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
200x年度 基礎研究(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
200x年度 基礎研究(C)(一般)	こちらから取得してください	一時保存完了メッセージはこちらから	応募情報入力 Application Information Input
200x年度 基礎研究(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
200x年度 挑戦的挑戦研究	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
200x年度 挑戦的挑戦研究(開拓)	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
200x年度 挑戦的挑戦研究(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
200x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
200x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
200x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

- 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 3MB 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

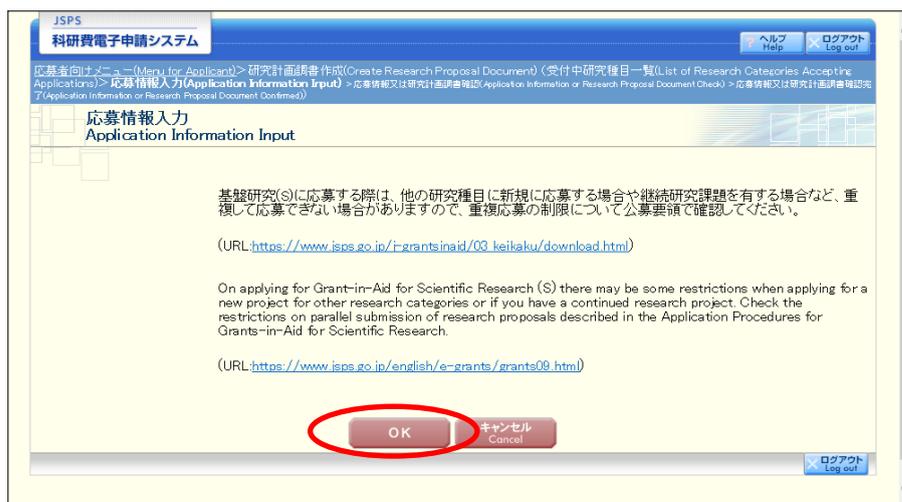
To create research planning record, you must first enter the application information and upload the research proposal document (forms to be uploaded).

- 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.

The screenshot shows the JSPS application system interface. At the top, there is a navigation bar with 'ヘルプ Help' and 'ログアウト Log out' buttons. Below the navigation bar, the page title is '受付中研究種目一覧 List of Research Categories Accepting Applications'. A red warning message states: '<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.' Below the warning, there are instructions for creating the research proposal document, including details about 'Web入力項目' (Web input items) and '添付ファイル項目' (Attachment file items). A table lists various research categories, each with a corresponding '応募情報入力' (Application Information Input) button. The first button, for '20XX年度 基礎研究(S)', is circled in red. At the bottom of the page, there is a 'メニューに戻る Return to Menu' button and another 'ログアウト Log out' button.

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 基礎研究(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
20XX年度 基礎研究(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
20XX年度 基礎研究(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
20XX年度 基礎研究(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
20XX年度 基礎研究(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
20XX年度 基礎研究(C)(一般)	こちらから取得してください	一時保存完了バージョンはこちらから	応募情報入力 Application Information Input
20XX年度 基礎研究(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
20XX年度 挑戦的萌芽研究	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
20XX年度 挑戦的研究(開拓)	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
20XX年度 挑戦的研究(萌芽)	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
20XX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
20XX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
20XX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

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

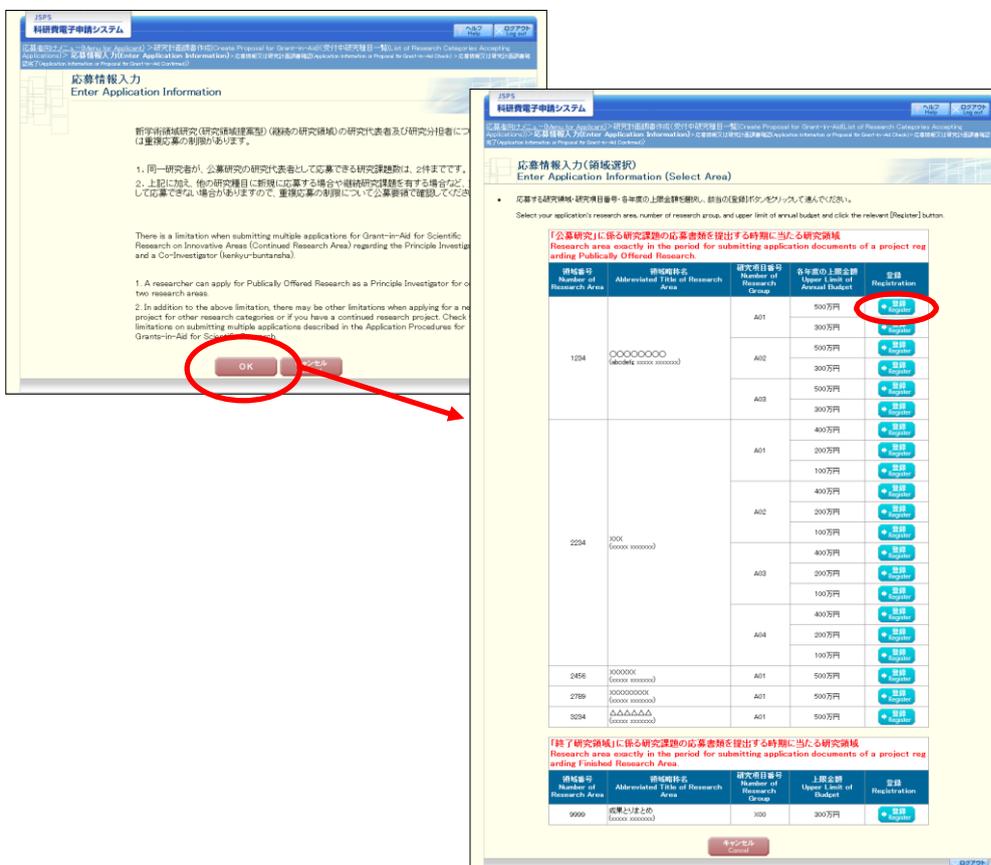


Note

※ 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].



※ 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, research item number and upper limit amount of each fiscal year, and click [Register].



- ※ 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].

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 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
	産休または育児期間1 Period taken for Maternity/Childcare Leave1 年(Year) 月(Month)
<input type="radio"/>	産休または育児期間2 Period taken for Maternity/Childcare Leave2 年(Year) 月(Month)
<input type="radio"/>	産休または育児期間3 Period taken for Maternity/Childcare Leave3 年(Year) 月(Month)
	追加 Add
<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

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.

The screenshot shows the 'Management of Research Proposal Document' interface. At the top, there's a header with 'JSPS 科研費電子申請システム' and navigation links for 'ヘルプ Help' and 'ログアウト Log out'. Below the header, the page title is '研究計画調書管理 Management of Research Proposal Document'. A table lists application details: Research Category (20XX年度 研究活動スタート支援), Name of Submission Destination Institution (ABCDE大学), Title of Research Project (〇〇〇における×××の研究), and Date of Creation (XXXX年XX月XX日). Below this, there are instructions and a table of application information. The 'Application Information' table has columns for Application Information, Processing Status, and Application Information Input. The 'Processing Status' column shows '未作成 Not created yet' for all items. The 'Application Information Input' column has buttons labeled '応募情報入力 Enter Application Information'. A red circle highlights the 'Enter Application Information' button for 'Research project information'. At the bottom, there are buttons for '次へ進む Next' and '戻る Return', and a 'ログアウト Log out' button.

* 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].

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

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.

Application Information Input

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 instances, 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 20XX)

New proposal or Continued

If continued, Research Project Number

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 (Category)

Position

Title of Research Project

Research Abstract

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

Save Temporarily

* The contents entered in Research Expenditure and Their Necessity screen are displayed.
 Unit (upper row: thousand yen, lower row: U.S.\$) It is automatically converted at 100 yen per dollar.

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

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-I(s)).
- 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 "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 "Disseminated by the Co-Investigator" or "Disseminated 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]
- 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.**
 - For this research project, the Co-Investigator has to bear responsibility for the implementation of the research project in cooperation with the Principal Investigator.
 - As 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.
 - 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.
 - 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 [et. CORE] or "AFRN e-learning program (eAFRN)", 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).
 - 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) ナ (七口ウ 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"/>
	* 研究分担者(Co-I(s)) ▼	* (Researcher Number) 12345678 Search (Pronunciation in katakana) (Kanji etc) (Age)		1. 2.* <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

※ As for 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.

7 To add some Co-Investigators, input their researcher numbers and then click the “Search” button.

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 Co- investigator	Distinction	Name (Age)	Research Institution Academic Unit (School, Faculty, y, etc.) Position	1. Academic Degree 2. Role in This Project	Research Expe- nditure for FY 2020 (Thousand Yen)	Effort(%)
	研究代表者 (Principal Investigator)	(Researcher Number) 99999999 (Pronunciation in katakana) アイチカワ 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"/>
▲ Delete ▼	* 研究分担者(Co-Is)	* (Researcher Number) 12345678 Search (Pronunciation in katakana) (Kanji etc.) (Age)		1. <input type="text"/> 2.* <input type="text"/>	* <input type="text"/>	
Add						

8 The screen of the “Researcher search Results” appears. If the researcher name and the research institution to which the researcher belong are correct, the [OK] button is to be clicked.

Researcher Search Results

- If the researcher belongs to more than one research institution, all of them will be displayed in a separate row. You should select one institution after confirming with the researcher which affiliation he/she wishes to list for the application.

Select	Researcher Number	Name	Research Institution	Academic Unit (School, Faculty, etc.)	Position
<input checked="" type="radio"/>	12345678	分担 一郎	XXXX大学	XXXX学部	教授

Note

※ In case the researcher who has been searched belongs to plural research institutions, the research institution should be selected after confirming under which institution the Co-Investigator share the research work.

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 ヒカワ -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 タニ 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"/>	

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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応募者向けメニュー → 研究計画調査作成 (Enter Application Information) → 応募情報又は研究計画調査確認 → 応募情報又は研究計画調査確認完了

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) (XXXXXXXX)
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) (XXXXXXXX)
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	XXXX ○○ 学および × 学関連 (○ ○ × × and ○ × -related)
Secondly related to Basic Section	XXXX ◆◆ および ■■ 学関連 (◆ ◆ and ■ ■ -related)

Name of the Principal Investigator	(Pronunciation in katakana) ダイヒロウ 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	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) ダイヒロウ イチロウ (Kanji etc) 代表 一郎 (Age) 00才	AAA大学 AA学部 教授	1 00000 2 00000	XXXX,XXX	XXX
Obtained the consent from the Co-Investigator Obtained the consent from the institution	研究分担者 (Co-Is)	(Researcher Number) 99999999 (Pronunciation in katakana) ダイヒロウ イチロウ (Kanji etc) 代表 一郎 (Age) 00才	AAA大学 AA学部 教授	1 00000 2 00000	XXXX,XXX	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.

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
20XX年度 基礎研究(S)	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日

<注意事項>

- 研究計画調書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、研究が担者の人数分入力が必要です。
- 「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-Inv estigator has not yet obt ained.	修正 Modify
主な現有設備 Main existing equipment	未作成 Not created	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	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	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 Fil e 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: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

20XX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、入力画面左側の[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下さい。

	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.

The screenshot shows the 'Application Information Input(Main existing equipment)' screen. At the top, it indicates '29 minutes have been passed since the screen had been displayed.' Below this, there are instructions and a table for entering equipment information. The table has the following columns: Research Institution, Name of equipment, Specification (style/performance), Proprietary/Shared, Year of installation, and Remarks. There are 'Delete' buttons on the left of the first two rows and an 'Add' button at the bottom left. At the bottom of the screen, there are four buttons: 'Save Temporarily and Go to Next' (circled in red), 'Save Temporarily', 'Save Temporarily and Go Back', and 'Go Back Without Save'. A 'Logout' button is also present in the bottom right corner.

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.

“Confirm the Application Information (Main existing equipment)” screen will be displayed.

Confirm the Application Information (Main existing equipment)

29 minutes have been passed

Research Proposal Document for “Scientific Research (S)” (FY20XX)

[Main existing equipment]

Research Institution	Name of equipment	Specification (style/performance)	Proprietary/Shared	Year of installation	Remarks
AAA大学	設備	仕様	専用(Proprietary)	20XX	備考
BBB研究所	設備	仕様	共用(Shared)	20XX	備考

Go to Next Return to Edit Window

“Research proposal document management” screen will be displayed.

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

Management of Research Proposal Document

Research Category	Name of Submission Destination Institution	Title of Research Project	Date of Creation
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.

Application Information	Processing Status	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	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~22 参照...	登録 Register

次へ進む (Next) 戻る (Return)

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

Please click [Japanese→English] .

科学研究費電子申請システム

応募情報入力(研究経費とその必要性) Japanese > English

画面を表示してから29分経過 最終保存日時: 20XX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。除却一時保存ボタンをクリックして情報を保存してください。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」ページにある「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

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)】

本欄には、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(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は、当該経費の必要性(内訳等)を明記してください。

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昇順でソートされて保存されます。

各経費の明細は、所定のフォーマットのCSVファイルを読み込むことで一括に画面に反映することができます。CSVファイルを選択し、CSV取込ボタンをクリックしてください。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こからダウンロードしてください。

CSVファイル取込機能の仕様の詳細は操作手引をご覧ください。操作手引のダウンロードページは右上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 expense. Please click on the recalculate button when you have completed inputting details of each expense.

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 “Help” page 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 expense. Please click on the recalculate button when you have completed inputting details of each expense.
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.

Help...

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].

JSPS 科研費電子申請システム Help Logout

応募者向けメニュー>研究計画調査作成(応募情報入力)>応募情報又は研究計画調査確認>応募情報又は研究計画調査確認完了)

Confirm the Application Information (Details of research expenditure and their necessity)
29 minutes have been passed since the screen had been displayed.

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

[Research Expenditure (Round off fractions smaller than 1000 yen)]

FY	Research Expenditure (Thousands of Yen)	Breakdown (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)]

Amount (Thousands of Yen)

FY	Item (Specification)	qty	unit price	Amount	Name of researcher who mainly use and research place of installation (institution)	Purchase schedule
FY 20XX	XXXXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	20XX年XX月
FY 20XX	XXXXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	XX月上旬
FY 20XX	XXXXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	20XX年XX月
FY 20XX	XXXXXXXXXX	9,999,999	9,999,999	9,999,999	〇〇〇大学	20XX年XX月
FY 20XX	XXXXXXXXXX	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)]

Amount (Thousands of Yen)

FY	Item	Amount
	Subtotal	0

Amount (Thousands of Yen)

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

Amount (Thousands of Yen)

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

Amount (Thousands of Yen)

FY	Item	Amount
FY 20XX	XXXXXXXXXX	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

Logout

“Research proposal document management” screen will be displayed.

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

The screenshot displays the 'Management of Research Proposal Document' interface. At the top, there is a navigation bar with 'ヘルプ (Help)' and 'ログアウト (Log out)' buttons. Below the navigation bar, the page title '研究計画調書管理' is shown. A table lists submission details:

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
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

Below the table, there are instructions in Japanese and English. The English instructions state: "By entering the following application information, Research Proposal Document will be created."

A table shows the status of application information input:

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	応募情報入力 Enter Application Information

The 'Enter Application Information' button in the last row is circled in red. Below this table, there are further instructions in Japanese and English regarding PDF creation and file uploads. At the bottom, there is a table for '添付ファイル項目 (Forms to be Uploaded)' with a '登録 (Register)' button. Navigation buttons '次へ進む (Next)' and '戻る (Return)' are also present.

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

Please click Japanese→English]

日本語 → English

20XX年度 研究活動スタート支援 研究計画調書

役割	1.資金制度・研究費名(記分機関名) 2.研究期間 3.研究費額 4.研究代表者氏名	2020年度 研究経費 (期間全体 額) (千円)	2020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 2.2020年度～2021年度 3.0000000000 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”.

Save Temporarily and Go to Next

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

Role in This Project	1. Funding System/Research Grant Name (Funding Agency Name) 2. Research Period 3. Title of the Research Project 4. Name of the Principal Investigator	Research Expenditure for FY 2020 (throughout the period) (Unit: thousand yen)	FY 2020 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

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

Save Temporarily and Go to Next

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 Planning Schedule Management" screen.

When you click "Temporarily save and go to NEXT", "Confirm the Application Information (The Status of Application and Acquisition of Research Grants)" screen will be displayed. Please confirm the contents, and click "Go to NEXT".

The screenshot shows the 'Confirm the Application Information' screen for a research proposal. The title is 'Confirm the Application Information (The Status of Application and Acquisition of Research Grants)'. Below the title, it states '29 minutes have been passed since the screen had been displayed.' The proposal is for 'Scientific Research (S) (General)' (FY20XX).

The researcher's name is '代表 一郎'. The screen is divided into two main sections: (1) Research Grant Application(s) in the Review Process and (2) Research Grant(s) Adopted and to be Delivered.

Section (1) shows a table with columns: Role in This Project, 1. Funding System/Research Grant Name, 2. Research Period, 3. Title of the Research Project, 4. Name of the Principal Investigator, Research Expenditure for FY20XX, FY 20XX Effort (%), and Distinction of the Research Contents and Reason for Submission of This KAKENHI. The table lists '1. This KAKENHI application' and '2. Other Activities'.

Section (2) shows a similar table for 'Research Grant(s) Adopted and to be Delivered'. It lists '1. This KAKENHI application' and '2. Other Activities'. The effort percentage for '2. Other Activities' is 100%.

At the bottom of the screen, there is a red circle around the 'Go to Next' button, with a 'Return to Edit Window' button next to it.

- 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”.

The screenshot displays the 'Management of Research Proposal Document' interface. At the top, there's a header with 'JSPS 科研費電子申請システム' and navigation links for 'ヘルプ Help' and 'ログアウト Log out'. The main content area is titled '研究計画調査管理 Management of Research Proposal Document'. It features a table with the following data:

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
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

Below the table, there are sections for '注意事項' (Notes) and 'Application Information' table:

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

At the bottom, the 'Forms to be Uploaded' section contains a table with the following data:

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	登録 Register

The '参照...' (Browse) button in the 'Forms to be Uploaded' table is circled in red. Navigation buttons for '次へ進む Next' and '戻る Return' are located at the bottom of the page.

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.

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



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.

The screenshot displays the 'Management of Research Proposal Document' interface. At the top, there's a header with 'JSPS 科研費電子申請システム' and navigation links for 'ヘルプ (Help)' and 'ログアウト (Log out)'. Below the header, the page title is '研究計画調書管理 (Management of Research Proposal Document)'. A table lists application details:

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
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

Below the table, there are two '注意事項' (Notes) sections. The first note states that the Research Proposal Document will be created by entering the following application information. This is followed by a table of 'Application Information':

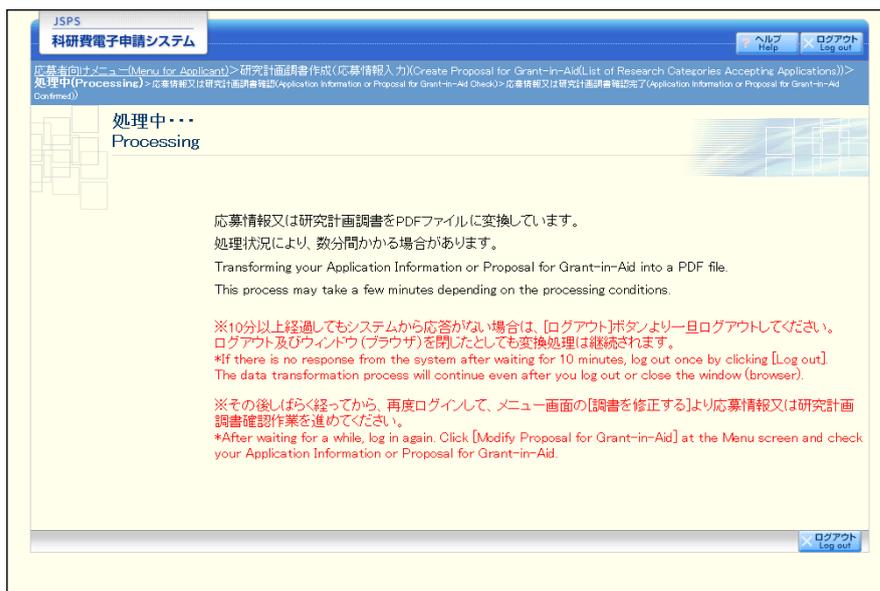
応募情報 Application Information	処理状況 Processing Status	応募情報入力 Application Information Input
研究課題情報 Research project information	作成済 Created	修正 Modify
研究経費とその必要性 Research Expenditure and Their Necessity	作成済 Created	修正 Modify
研究費の応募・受入等の状況 The Status of Application and Acquisition of Research Grants	作成済 Created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

The second '注意事項' section provides detailed instructions on PDF creation and upload requirements. At the bottom of the page, there are two main sections: '添付ファイル項目 (Forms to be Uploaded)' and '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)'. The 'Forms to be Uploaded' section shows a table with a row for 'S-22' and a '参照' (Reference) button. The 'Registered File Download' section has 'ダウンロード (Download)' and '削除 (Delete)' buttons. At the very bottom, there are two buttons: '次へ進む (Next)' and '戻る (Return)', with the 'Next' button circled in red.

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.



*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.

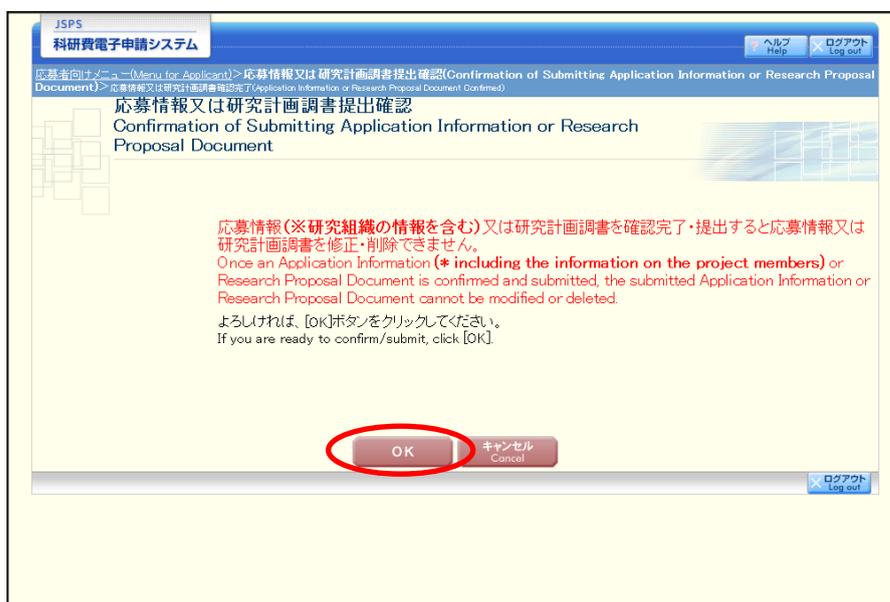
- 18 If the PDF file contains no errors, return to the 「応募情報又は研究計画調書確認 (Confirm Application Information or Research Plan) 」 screen and click 「確認完了・提出 (Confirmation Completed / Submit) 」.



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.

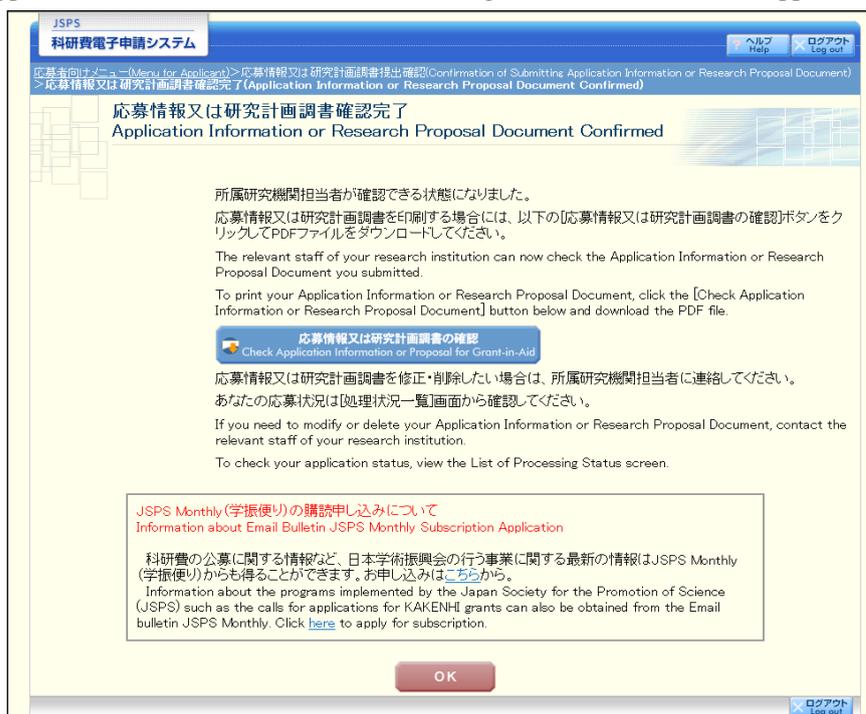
- 19 The 「応募情報又は研究計画調書提出確認 (Confirm Application Information or Research Plan Complete Check) 」 screen will appear. To complete the confirmation of the application information or research planning record and submit, click [OK].



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).

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 details:

Research Category	Name of Submission Destination Institution	Title of Proposed Project	Date of Creation	Date of Approval by Research Institution	Application Check Information or Proposal for Grant-in-Aid	Application Status
平成XX年度 基礎研究(S)	ABCDE大学	OOOにおける×××の研究	XXXX年XX月XX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 circled in red.

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 JSPS application system interface. The top part displays the 'Menu for Applicant' with various options. A red circle highlights the '調書を修正する (Correct Record)' option. The bottom part shows the 'List of Processing Status' table.

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 Proposed Project	作成日 Date of Creation	所属研究機関承認 Date of Approval by Research Institution	応募情報又は研究計画申請書確認 Check Application Information or Proposal for Grant-in-Aid	関連研究分野研究者確認 (特別推進研究) Related Researcher Check (Grant-in-Aid for Specially Promoted Research)	応募状況 Application Status
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日				作成中 再入力 削除
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日		ダウンロード	参照	所屬研究機関受付中
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード	参照	学籍変更
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日		ダウンロード	参照	未確認 確認 修正 削除
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード	参照	学籍不受理
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード	参照	学籍不受理 確認 修正 削除
平成XX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	XXXX年XX月XX日	ダウンロード	参照	作成中 再入力 削除

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. 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.

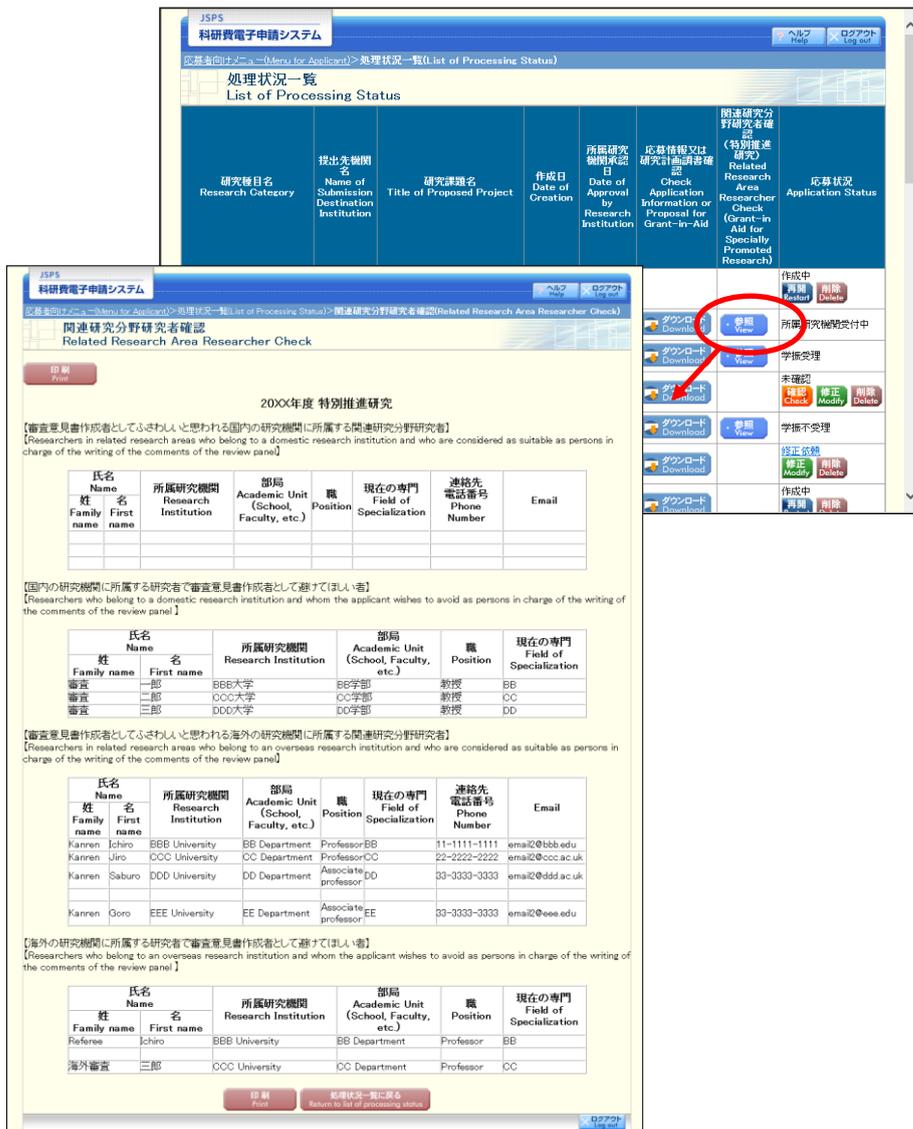
- 1 Display the 「処理状況一覧 (List of Processing Status)」 by using the same operations as "4.5 Resume Creating Your Application information / Confirm Your Application Information", and confirm the 「応募状況 (Application Status)」 column of the list.

研究種目名 Research Category	提出先機関名 Name of Submission Destination Institution	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申請確認 Check Application Information or Proposal for Grant-in-Aid	関連研究分野研究者確認 (特別推進研究) Related Researcher Check (Grant-in-Aid for Specially Promoted Research)	応募状況 Application Status
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日				作成中 再開 削除
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日		ダウンロード Download	参照 View	所属研究機関受付中
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード Download	参照 View	学振受理
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日		ダウンロード Download		未確認 確認 修正 削除
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード Download	参照 View	学振不受理
平成XX年度 特別推進研究	ABCDE大学	〇〇〇における×××の研究	XXXX年XX月XX日	XXXX年XX月XX日	ダウンロード Download		修正依頼 修正 削除
平成XX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	XXXX年XX月XX日	ダウンロード Download		作成中 再開 削除

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.

- ※ For the Specially Promoted Research, the 「参照 (Browse)」 button is displayed on the 「処理状況一覧 (List of Processing Status)」 screen after completing confirmation/submission. Clicking the 「参照 (Browse)」 button displays the 「関連研究分野研究者確認画面 (Confirm Researchers for Related Research Area)」 screen. Clicking the 「参照 (Browse)」 button displays the 「関連研究分野研究者確認画面 (Confirm Researchers for Related Research Area)」 screen. You can confirm the information entered in the 「関連研究分野研究者 (Researchers in Related Research Area)」 columns of the 「応募情報入力 (Enter Application Information)」 screen.



Other Buttons	
「印刷(Print)」	Calls the printing function of the browser. Screens can be printed by using the printing function of various browsers.
「処理状況一覧に戻る (Return to Process Status List)」	Click to return to the Process Status List.

4.7. 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”.

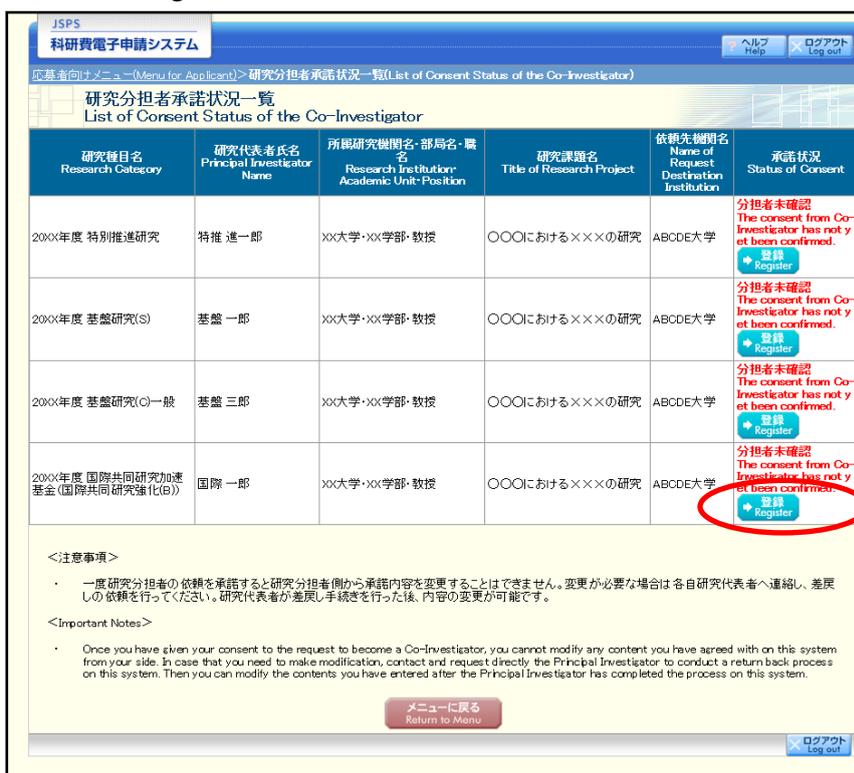


Note

- ※ 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.



3 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.



- 4 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.

The screenshot shows a web browser window with the title "JSPS 科研電子申請システム". The main heading is "研究分担者承諾・不承諾登録完了" (Consent/Dissent of Co-Investigator Registered). Below the heading, it states: "以下の応募者からの研究分担者の承諾・不承諾を登録しました。" (Consent/Dissent of Co-Investigator from the applicant below has been registered.)

研究種目名 Research Category	20XX年度 国際共同研究加速基金(国際共同研究強化(B))
氏名 Name	(漢字等)(姓)応募 (名)一郎 (フリガナ)(姓)オウボ (名)イチロウ
所属研究機関名 Research Institution	XX大学
部局名 Academic Unit	XX学部
職名 Position	特任教授
研究課題名 Title of Research Project	XXXXXXXXXX
研究分担者 Co-Investigator	承諾(Consent)
学位 Academic Degree	〇〇〇〇
エフォート(%) Effort(%)	30%
若手研究者 Early-Career Researcher	若手研究者として応募する(I will apply as an Early-Career Researcher) / 若手研究者として応募しない(I will not apply as an Early-Career Researcher)
応募要件 application requirements	(2) 2019年4月1日現在で博士の学位取得後に取得した育児休業等(産前・産後の休暇、育児休業)の期間を考慮すると博士の学位取得後8年未満となる者 (2) Be a researcher who is less than 8 years after his/her acquisition of Ph.D. (as of April 1st, 2019) except period of childcare leave etc. (prenatal/postpartum break, childcare leave).
産休または育児期間 Period Taken for Maternity/Childcare Leave	XXXX年(Year)XX月から(Month)-XXXX年(Year)XX月(Month) XXXX年(Year)XX月から(Month)-XXXX年(Year)XX月(Month)
不承諾の理由 Reason for the Dissent	

At the bottom center of the screen, there is a red "OK" button. In the bottom right corner, there is a "ログアウト" (Log out) button.

- 5 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・部局名・職名 Research Institution・Academic Unit・Position	研究課題名 Title of Research Project	依頼先機関名 Name of Request Destination Institution	承諾状況 Status of Consent
20XX年度 特別推進研究	特推 進一郎	XX大学・XX学部・教授	〇〇〇における×××の研究	ABCDE大学	分担者未確認 The consent from Co-Investigator has not yet been confirmed. 登録 Register
20XX年度 基盤研究(S)	基盤 一郎	XX大学・XX学部・教授	〇〇〇における×××の研究	ABCDE大学	分担者未確認 The consent from Co-Investigator has not yet been confirmed. 登録 Register
20XX年度 基盤研究(C)一般	基盤 三郎	XX大学・XX学部・教授	〇〇〇における×××の研究	ABCDE大学	分担者未確認 The consent from Co-Investigator has not yet been confirmed. 登録 Register
20XX年度 国際共同研究加速基金(国際共同研究強化(B))	国際 二郎	XX大学・XX学部・教授	〇〇〇における×××の研究	ABCDE大学	分担者承諾 機関承諾未完了 Obtained the consent from the Co-Investigator Consent from the institution has not yet been 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から行ってください。研究代表者が差戻し手続きを行った

<Important Notes>

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

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

ログアウト
Log out

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.

4.8. 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.

研究者情報確認 Researcher Information Check	
氏名 Name	《漢字等》(姓) 応募 (名) 一郎 《フリガナ》(姓) オウホ (名) イチロウ
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
部署名 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	AXXXXXXXXXXXX@xxxx.ne.jp
Emailアドレス2 E-mail address 2	BXXXXXXXXXXXX@xxxx.ne.jp

Note

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

Applicant Login

ID: []

パスワード (Password): []

ログイン (Log in)

※ e-RadのログインID・パスワードを入力してください。
※ e-RadのログインID・パスワードが分からず
*Enter your e-Rad log-in ID and password
*If you don't know your e-Rad log-in ID or

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 (Cancel)

- The 「メールアドレス登録(Email 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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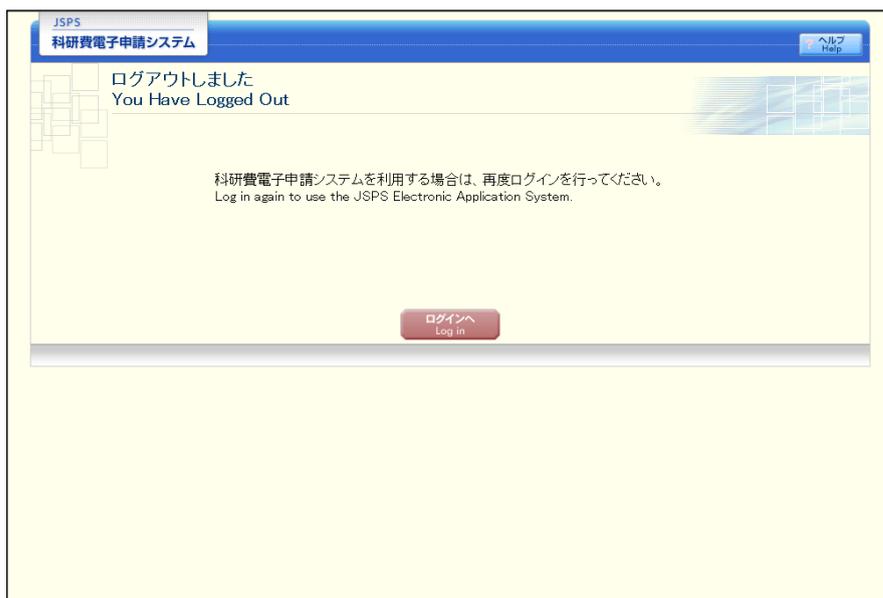
- The 「メールアドレス登録完了(Email Address Registration Complete)」 screen appears.
Check the email address entered and click [OK] to confirm.

4.9. Logout

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

The screenshot displays the 'Menu for Applicant' page of the JSPS Kakenhi Electronic Application System. The page is titled '応募者向けメニュー (Menu for Applicant)' and contains several sections: '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)'. The 'Logout' button is highlighted with a red circle in the top right corner of the browser window and another red circle at the bottom right of the page. The page also features a 'Notice' section with a date of 10/10 and a 'Check researcher information' button.

- 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.