

Inter-University Research Institute Corporation

Research Organization of Information and Systems

Joint-Research On-line Integrated System(JROIS) User Manual

(Researcher Edition)



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1. Introduction

The goal of this system (hereafter, JROIS) is to improve usability for researchers to handle a variety of tasks related to application, assessment, progress reports, and analytical evaluation of usage, as well as to increase the efficiency of internal research support work. The Organization is founded as an Inter-University Research Institute Corporation to promote joint usage and joint research. Currently, we are accepting applications for the following five institutes under our umbrella. For more details, please refer to our website (<https://www.rois.ac.jp/research/coop.html>).

- 1) National Institute of Polar Research
- 2) National Institute of Informatics
- 3) The Institute of Statistical Mathematics
- 4) National Institute of Genetics
- 5) Joint Support-Center for Data Science Research (ROIS-DS)

This manual describes the common application procedures for these institutes. Because application details and descriptions may differ among institutes, please refer to the specifics of each institute's application information before making a submission.

※Some screen shots are taken from a prototype user-interface that may differ from actual screens.


2. Common system procedures (these are the same throughout the Organization)

1) "Add" button

Click the "Add" button when you want to add the item described above the button.

2)"Back" button

By clicking the "Return" button, the screen returns to the previous screen. If you click


 on the top of the screen, you will return to the portal page if you have not get logged in, or to the homepage after login.

3)"Confirm Inputs" button

If you click the "Confirm Inputs" button, the content confirmation screen will be displayed.

If there are no errors in the displayed content, click on the "Save" button to save the information.

4) Required items

On the input screen, all items indicated by  are required items. Please note that if you do not provide input for any of these items, an error will result.

5) Input-error display

When there are input errors, the upper part of the screen displays an error message. The

item with the erroneous input also turns pink, and an error message is shown.

There is an error in input.

New user registration

ConfirmBack

=====
登録後（おおむね3分以内）に「新規利用者情報登録完了用メール」が届きますので、
メールに記載されたURLをクリックすることで本登録が完了し、
ログインが可能となります。
You will receive "Completion of registration email", within about 3 minutes after submission.
Please click the URL described in the email in order to complete the
registration and login to your homepage.
=====

* shows mandatory columns.

Login information

*Email address

*Email address(For confirmation)

*Password(The password must be between 8 and 16 alphanumeric characters.)

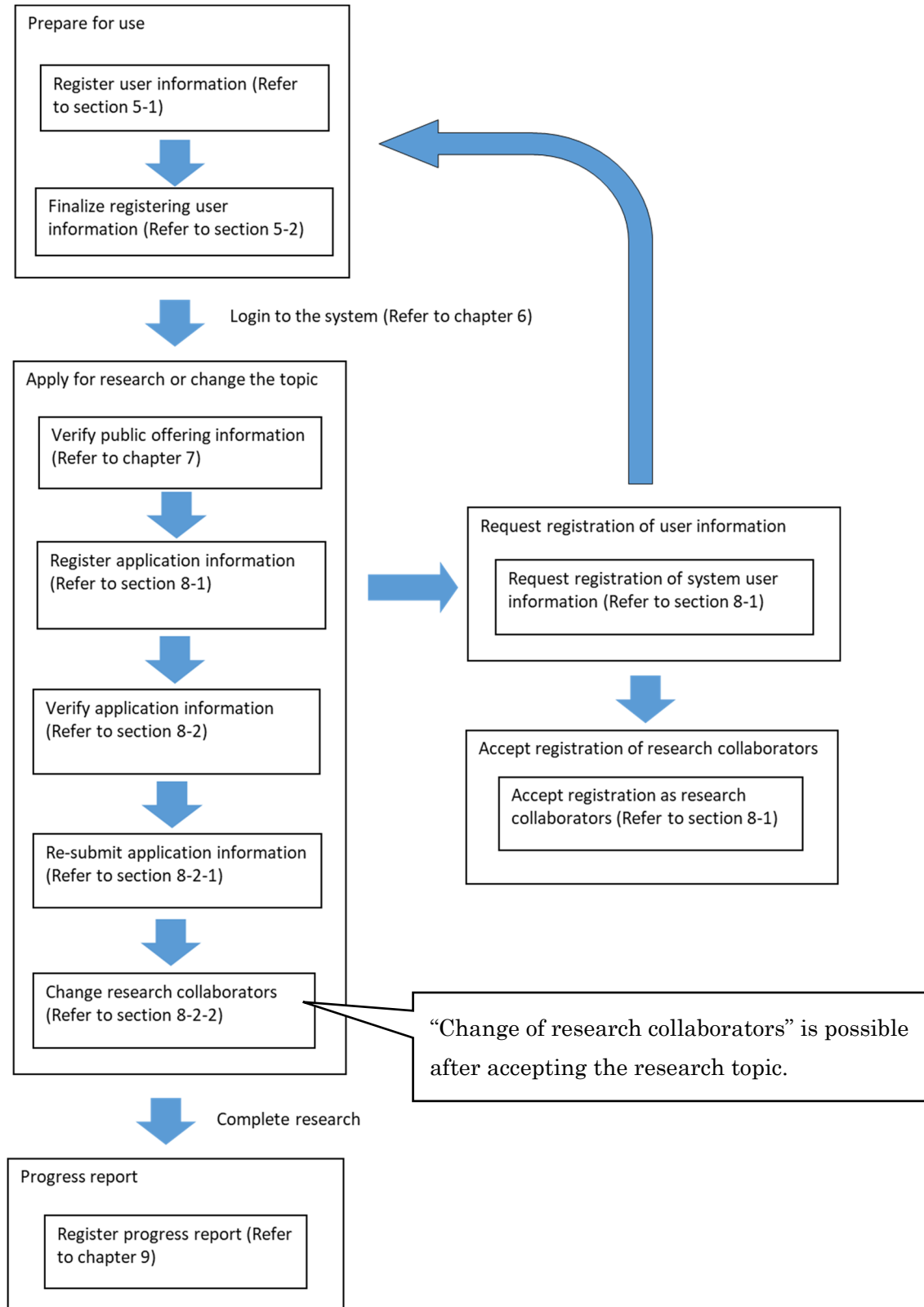
*Password (For confirmation)

*KAKENHI Researcher ID (if you have)

→Please enter KAKENHI Researcher ID (if you have).

3. System usage flow

The following diagrams illustrate the flow of system usage



4. Portal page (each institute has its own)

This is the first screen displayed after accessing the system.

[Portal page]

The screenshot shows the ROIS-DS-JOINT portal page. At the top, there is a header with the logo of the Research Organization of Information and Systems (ROIS) and a language selector set to "Japanese". The main title is "ROIS-DS-JOINT" (The Collaboration Program at "ROIS-DS").

Annotations on the page:

- ①: Points to the language selector "Japanese".
- ②: Points to the "Login" button and text "Login to this system.".
- ③: Points to the "Registration" button and text "If you do not have the ID of this system, you need register your information.".
- ④: Points to the "Download manual" link and text "You can download the manual of this system.(Japanese only)".
- ⑤: Points to the "Guidance page" link and text "Link to the 'ROIS-DS-JOINT' guidance page.".
- ⑥: Points to the "System notice" link.

Below the login and registration buttons, there is a section titled "推奨環境について" (Recommended environment). It contains a table with OS and Recommended browser information.

OS	推奨ブラウザ
Windows	Internet Explorer 11
	Microsoft Edge最新版
	Firefox 最新版
	Google Chrome最新版
macOS	Safari 最新版

Below the table, it says "Recommended environment".

The following environments are recommended for using this site.
* Note that some browsers cannot use our system properly.

OS	Available browser
Windows	Internet Explorer 11
	Microsoft Edge latest version
	Firefox latest version
	Google Chrome latest version
macOS	Safari latest version

At the bottom, there is a section titled "問い合わせ先" (Contacts) with the following information:

募集担当：データサイエンス推進室（DS 推進室）
Data Science Promotion Section
T E L : 042-512-9254
F A X : 042-512-9237
E-mail : ds_suishin@rois.ac.jp
U R L : https://ds.rois.ac.jp

You can do the following on the portal page:

- 1) Switch languages (Japanese or English can be used)
- 2) Log in to JROIS
- 3) Register a new user for JROIS
- 4) Download the user manual (this document)
- 5) Link to an application details page (application guidance page)
- 6) Read JROIS system notice

5 JROIS new user registration

5-1 Register user information

You must register as a user to access JROIS. If you are visiting for the first time, please register using the “New user registration” link on each institute’s portal page. The Organization shares user information across institutes; therefore, you do not need to re-register if you already registered once.

[New user registration]

New user registration

[Confirm](#) [Back](#)

=====

登録後（おおむね3分以内）に「新規利用者情報登録完了用メール」が届きますので、
メールに記載されたURLをクリックすることで本登録が完了し、
ログインが可能となります。
You will receive "Completion of registration email", within about 3 minutes after submission.
Please click the URL described in the email in order to complete the
registration and login to your homepage.
=====

* shows mandatory columns.

Login information

*Email address

*Email address(For confirmation)

*Password(The password must be between 8 and 16 alphanumeric characters.)

*Password (For confirmation)

*KAKENHI Researcher ID (if you have)

☐ I do not have a KAKENHI Researcher ID

Personal information

*Family/Last Name

*Given/First(+middle) Name

Not required(leave it blank)

Not required(leave it blank)

Not required(leave it blank)

*Birth year

*Birth month

*Gender

☒ Male ☐ Female ☐ I don't want to answer

*Country (or Region)

☒ Japan ☐ Other (

*Institution category

*Name of Institution(If you do not read/write
Japanese, please enter"OTHER" in uppercase.)

Name of Institution (in case you enter
"OTHER" above.)

※一部を入力すると入力候補が欄下に表示されます。そこから選択してください。
候補が出ない場合は「OTHER」と大文字で入力し、【その他所属機関】の欄に所属機関を入力してください。

*Department

*Position(If you are a student, input Graduate
Student or Undergraduate Student.)

ご記入いただいた個人情報は、情報・システム研究機構個人情報保護規程に基づいて扱います。
The personal information is used in accordance with "Regulations for personal Information protection of Research Organization of Information
and Systems(ROIS)".

☐ Agree

[Confirm](#) [Back](#)

The following are input items in user information.

Item number	Item	Content	Required
1	Login information		
1-1	Email address	Input your contact email address. [Note] if you enter an incorrect email address, you will not receive a “completion of registration email” and cannot edit on your own. Please make sure that the information on the “verify new user information” screen is correct before completing the registration.	<input type="radio"/>
1-2	Email address (For confirmation)	Enter the same contact email address that you provided in 1-1.	<input type="radio"/>
1-3	Password	Enter a password for the login.	<input type="radio"/>
1-4	Password (For confirmation)	Enter the same password as in 1-3.	<input type="radio"/>
1-5	KAKENHI Researcher ID	Enter your KAKENHI Researcher ID, which will become your login ID. If you do not have a KAKENHI Researcher ID, please select “I do not have a KAKENHI Researcher ID” and leave the item blank.	<input type="radio"/>
2	Personal information		
2-1	Family/Last name and Given/First (+middle) name	Enter your name separately as family and given names.	<input type="radio"/>
2-2	Not required (leave it blank)	-	
2-3	Not required (leave it blank)	-	
2-4	Birth year and month	Enter the year and month of your birth separately.	<input type="radio"/>
2-5	Gender	Select your gender.	<input type="radio"/>
2-6	Country of the institution you belong to.	Select the location of your employment as either “Japan” or “Other.” If you select “Other,” provide the country name.	<input type="radio"/>
2-7	Institution category	Select the category of institution to which you belong.	<input type="radio"/>
2-8	Name of Institution	Enter the name of the institution to which	<input type="radio"/>

Item number	Item	Content	Required
		you belong. Upon entering a name, the system automatically lists institution names; please select from this list. (If no names are displayed, enter “OTHER” in capital letters, and then enter your institution in [Name of Institution (in case you enter “OTHER” above.)] instead.)	
2-9	Department	Enter the department to which you belong.	<input type="radio"/>
2-10	Position	Enter your position at the institution. If you are a student, use either “Graduate Student” or “Undergraduate Student.”	<input type="radio"/>

1) After entering this information, please review “Regulations for Personal Information Protection of Research Organization of Information and Systems (ROIS),” and select “Agree.”

2) After clicking the “Confirm” button, you will be directed to the “Confirm new user registration information” screen. By clicking the “Registration” button from there, you will receive a registration confirmation email in approximately 3 minutes.



ご記入いただいた個人情報は、情報・システム研究機構個人情報保護規程に基づいて扱います。
The personal information is used in accordance with "Regulations for personal Information protection of Research Organization of Information and Systems(ROIS)".

① ☒ Agree

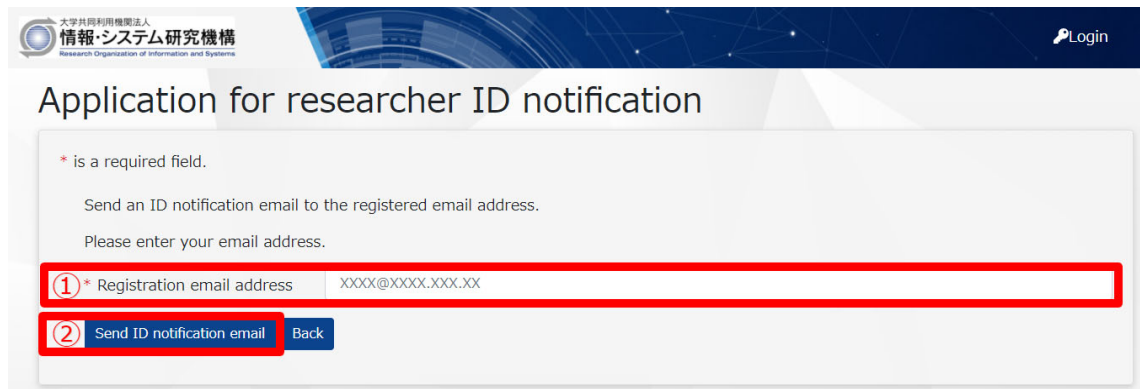
②

5-2 Finalize registration of user information

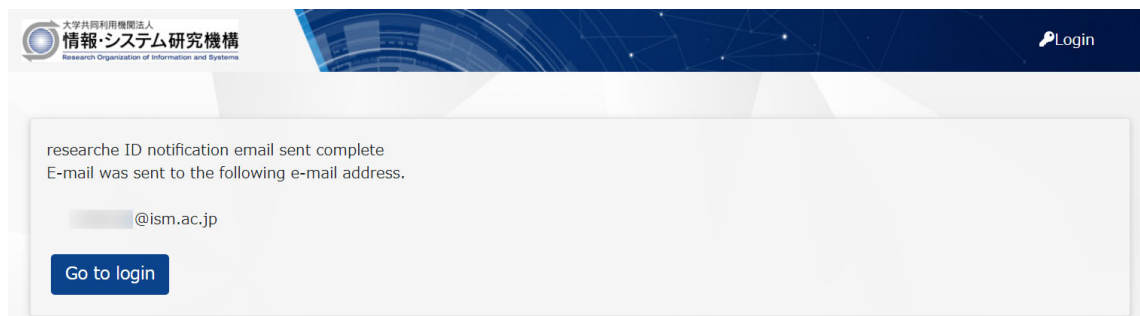
Clicking the URL in the registration confirmation email finalizes the user registration.

◆Registration confirmation email

If you forget your login ID, by entering your email address on “Request for researcher ID notification” screen (or “Application for researcher ID notification” screen.), you can receive an email with your login ID.



- 1) Enter the same email that you used during user registration.
- 2) Click “Send ID notification email.”
- 3) This will direct you to the screen below, and a researcher ID notification email will be sent to the email address you entered.



◆Researcher ID notification email

xxxx xxxxx 様

情報・システム研究機構 共同利用・共同研究高度化支援システムJROIS (Joint-Research On-line Integrated System) です。

本メールは「ログインID通知依頼画面」からお手続きいただいた方へお送りしております。

ログインIDは「xxxxxxxxx」です。

ご不明な点がございましたら以下メールアドレスまでご連絡ください。
よろしくお願いいたします。

JROISシステム運営チーム
E-mail: sysdev_crp@ismac.jp

====■ご注意■====
本メールは申請システムより自動送信されておりますので、このメールに
ご返信いただきましても回答を差し上げることができません。
=====

Welcome to the JROIS system (Joint-Research On-line Integrated System); a gateway for the collaboration programs of Research Organization of Information and Systems. This message is sent to those who has accessed to the JROIS system for the first time.

Please note that your log-in ID printed below is unique and commonly used throughout the collaboration programs of ROIS.

Your log-in ID is "Z8257938".

In the case it is not from your access, or you have any questions, please contact JROIS system operation team at:
sysdev_crp@ismac.jp
Thank you very much.

====■Attention■====
Do not reply this e-mail. It is sent automatically from the JROIS system as receive-only.
=====

If you forget your password, you can reset it by entering your email address on the “reset password” screen.

大学共同利用機関法人
情報・システム研究機構
Research Organization of Information and Systems

Login

Reset password

* is a required field.

Send the password reset URL to the registered email address.

Please enter your email address.

* Registered email address

7 Homepage

After you log in to JROIS, the [homepage] is displayed first.

[Homepage]


The screenshot shows the JROIS homepage. At the top, there is a header with the logo of the National Institute of Information and Communications Technology (NICT) and the text '情報・システム研究機構' (Information and Systems Research Organization). The main title is 'Joint-Research On-line Integrated System'. On the left, there is a 'Menu' section with two items: 'user information' and 'Password change', both highlighted with red boxes and numbered 4 and 5 respectively. On the right, there is a 'Notice' section with a red box around it and a numbered annotation 1. Below the notice, there is a 'Research type list' section with a red box around it and a numbered annotation 2. The 'Research type list' table has columns for 'Fiscal Year', 'Institution name', 'Research type', and 'Offer name'. It lists several research types for the years 2021 and 2020, each with a dropdown arrow icon.

[Research application list]

The screenshot shows the 'Issue List' table. It has columns for 'Fiscal Year', 'Reception number Reference number', and 'Research type Field'. The table lists several research applications for the years 2021 and 2020. Each row has a dropdown arrow icon in the 'Fiscal Year' column, which is highlighted with a red box and a numbered annotation 3. The table also includes a 'Show all' link at the bottom right.

Fiscal Year	Reception number Reference number	Research type Field
2021		共同研究集会
2021		テスト_20201228_申請情報ダウンロードボタン確認
2021		共同研究集会
2021		テスト20201223
2021	2021-統数研-重点型研究-00004	重点型研究
2021	2021-ISMCPR-41101	重点4
2021	2021-統数研-重点	重点型研究

You can do the following on the homepage.

- 1) Check the system notice
- 2) List currently open applications (joint-research currently open for application) (Download application forms)
- 3) View information about the research application in which you are participating (By clicking , you can view more details)

- 4) View and update your own user information

5) Change your password

8 Functions for the research leader (At the time of application)

8-1 Apply for research or change the topic

You can create a research application, including joint usage or joint research.

To create an application, you must select the most appropriate research type from the list. Once you select it, the “Application registration” button becomes visible. By clicking this button, the research application screen is displayed. If you click “Download forms,” you are able to download the application requirements and supporting documents.

[Research type list]

The screenshot shows two sections of a web application. The top section, titled "Research type list", contains a table with four columns: Fiscal Year, Institution name, Research type, and Offer name. The third row is highlighted in yellow, and a red box highlights the "Application registration" button. Below the table is a "Show all" link. The bottom section, titled "Issue List", contains a table with three columns: Fiscal Year, Reception number Reference number, and Research type Field. The first row is highlighted in light blue.

Fiscal Year	Institution name	Research type	Offer name
2021	統数研	共同研究集会	2021年度公募テスト20210106
2021	統数研	重点型研究	2021年度重点型研究テスト
2021	統数研	共同研究集会	2021年度共同研究集会テスト
申請様式ダウンロード Application registration			
2021	統数研	一般研究 2	2021年度一般研究 2 テスト
2021	統数研	一般研究 1	2021年度一般研究 1 テスト
2021	統数研	共同利用登録	2021年度共同利用登録テスト
2020	統数研	一般研究 1	20201214_動作確認

[Show all](#)

Fiscal Year	Reception number Reference number	Research type Field
2021		共同研究集会

[Application information registration]

Application information registration

The screenshot shows the "Application information registration" form. At the top, there are four buttons: "temporary storage", "Mail notification to sharers", "Submit", and "back". Below these buttons is the "Content of application" section. It includes a "Year" field with "2021" selected, a "Fiscal Year" label, a "New / Continuation category" section with "New" selected and "Continue" as an option, a "past year" field, a "Year" label, and a "reason for over 3 years" field with a large text area.

[temporary storage](#) [Mail notification to sharers](#) [Submit](#) [back](#)

Content of application

Year: 2021 Fiscal Year

New / Continuation category: ☒ New ☐ Continue

past year: Year

reason for over 3 years: 0

The following are the items in application information. (Input items may differ depending on the institution.)

Please note that input items can differ depending on research type.

Item number	Item	Content	Required
1	Application information content		
1-1	Fiscal year	Displays the fiscal year the application was filed.	—
1-2	New/Continuation	Select the one that is applicable to your research application.	<input type="radio"/>
1-3	The first fiscal year of application (in the Gregorian calendar year) if you are continuing.	If you selected to continue your research above, enter the fiscal year of your original research application in the Gregorian calendar year.	
1-4	Research type	Displays the research type of the application.	
1-5	Field 1	Select the research field of the application.	<input type="radio"/>
1-6	Field 2	Select the secondary research field of the application.	<input type="radio"/>
1-7	Research title	Enter the research title of your application.	<input type="radio"/>
1-8	Research period	Enter the duration of research.	
1-9	The goal of the joint-research	Enter the specific goal of the proposed research.	<input type="radio"/>
1-10	Expected effects	Enter the specific expected effects of the proposed research.	<input type="radio"/>
1-11	Research plan and method	Enter the specific plan and method of the proposed research.	<input type="radio"/>
1-12	Importance of research	Enter the specific reasons pertaining to the importance of proposed research.	<input type="radio"/>
1-13	Name of research activity group	If you are applying to organize a research activity group, enter the name.	<input type="radio"/>
1-14	Planned events and activities	If you are applying to organize a research activity group, enter the duration of activities.	<input type="radio"/>
1-15	Overview of the research	If you are applying to organize a research	<input type="radio"/>

Item number	Item	Content	Required
	activity group	activity group, enter its concrete overview.	
1-16	Other related matters	If you are applying to organize a research activity group, enter other specific information.	
1-17	Request for re-assessment of research A	If your application was rejected, and if you wish to have it reassessed as research A, check here.	
1-18	Involvement with genome-editing experiments	Select either “yes” or “no” to indicate whether the proposed research involves genome-editing experiments.	
1-19	Full name of the person in charge of genome-editing experiments (family and given names)	If the proposed research involves genome-editing experiments, enter the full name of the person in charge.	
1-20	Involvement with animal experiments	Select either “yes” or “no” to indicate whether the proposed research involves animal experiments.	
1-21	Full name of the person in charge of animal experiments (family and given names)	If the proposed research involves animal experiments, enter the full name of the person in charge.	
2	About the research team		
	Research leader		
2-1	Institution	Displays the name of the institution to which the applicant belongs.	—
2-2	Department/Faculty	Displays the department/faculty to which the applicant belongs.	—
2-3	Position	Displays the title or position the applicant holds.	—
2-4	Name	Displays the name of the applicant.	—
2-5	Email address	Displays the email address of the applicant.	—
2-6	Written consent for the research leader	When applying, make sure to receive written consent from the institution to which you belong. You do not need to upload the form.	—
2-7	Research collaborators (planned)	You must receive consent from those who register as research collaborators, as well as	—

Item number	Item	Content	Required
	Research activity group participants (planned)	the institutions to which they belong. After entering information about research collaborators, when you click “Send email notification,” the request for acceptance emails is automatically sent to them.	
2-8	Name (family name/ given name)	Enter the names of research collaborators (planned) or research activity group participants (planned), separating their family and given names.	<input type="radio"/>
2-9	Email address	Enter the email addresses of research collaborators (planned) or participants in research activity groups (planned).	<input type="radio"/>
2-10	Faculty member in charge of research (family and give names)	Enter the name of the faculty member in charge, separating family and given names.	<input type="radio"/>
2-11	Email address	Enter the email address of the faculty member in charge.	<input type="radio"/>
3	Operating budget		
3-1	Breakdown	Select breakdown of the operating budget.	<input type="radio"/>
3-2	Content	Enter the content of the operating budget.	<input type="radio"/>
3-3	Unit price	Enter the unit price of the required expense in Japanese yen as a numeric value.	<input type="radio"/>
3-4	Quantity	Enter the quantity of items for the required expense.	<input type="radio"/>
3-5	Subtotal	Automatically calculates and displays based on the unit price and quantity entered.	<input type="radio"/>
3-6	Miscellaneous	Enter miscellaneous information related to the operating budget.	<input type="radio"/>
3-7	Total	Automatically calculates and displays based on the expenses entered. If necessary, this can be updated.	<input type="radio"/>
3-8	Other expecting major research funds	Identify other major research funds expected to be used for the proposed research.	
3-9	Funding system/scholarship name	Enter other major funding system/scholarship name for the research fund.	<input type="radio"/>

Item number	Item	Content	Required
3-10	Research title (research period)	Enter the research title and period in the applications for other major research funds.	<input type="radio"/>
3-11	Amount of funding applied in other research funds	Enter the amount of funding you applied for from other research funds.	<input type="radio"/>
3-12	Granted amount of funding from other research funds.	Enter the amount of funding you were granted in other research funds.	<input type="radio"/>

After entering application information, click the button located at the top or bottom of the screen.

Application information registration

① temporary storage ② Mail notification to sharers ③ Submit ④ back

Content of application

Year 2021 Fiscal Year

1) temporary storage

Information you entered on the application information registration screen can be saved as a draft. To do this, you must have entered a “Research title.” Please note that temporarily saving an application does not result in its acceptance. You can remove the application from this state. By clicking on the “Canceling Agreement” button located at the top-right corner of the screen, you can delete the application.

Update Application

Temporarily saved Mail notification to sharers Submit Back

Canceling Assignment

Content of application

2) Email notification

For those entered as research participants (or collaborators), you can send an email request for acceptance of participation. If participants have not yet registered in the system, they will also receive an email request for new user registration. Research collaborators can accept participation in the research by clicking the URL in the email.

When you follow this procedure, the application is saved as a draft.

[Application information details screen]

Research sharing person			
Last Name	First Name	mail address	Participated approved
test	test	test@test.ac.jp	<input type="checkbox"/>

Budget Executive Officer

Last Name First Name mail address

Participated approved ☐

From application information details, you can confirm the acceptance of participation.
When it is accepted, you will see a checkmark.

[A sample email] (Sentences may differ depending on the institution.)

@@氏名@@ 様

●●●●研究所

共同利用・共同研究高度化支援システム JROIS
(Joint-Research On-line Integrated System) です。

本メールは▲▲▲▲への参加承諾をされていない方に送信しております。

このたび●●●●研究所が募集する「▲▲▲▲」において、
研究課題名/研究会名：「@@研究課題名@@」
研究代表者/研究会代表者：@@代表者氏名@@

の共同研究者/研究会参加者として登録されました。

共同研究者/研究会参加者となることを承諾する場合は、次の URL をクリックしてください。
(クリックすると「参加研究者情報の更新が完了しました」のメッセージ
が表示され、承諾完了となります。)

@@URL@@

ご不明な点がございましたら以下までご連絡ください。

システムについて：JROIS システム構築チーム (E-mail：sysdev_crp@ism.ac.jp)
事務手続きについて：●●●●研究所 研究推進係 (E-mail：test@test.ac.jp)

==■ご注意■=====

本メールは申請システムより自動送信されておりますので、このメールに
ご返信いただきましても回答を差し上げることができません。

=====

---下に続く---

---上からの続き---

Dear Mr. /Ms. @@氏名@@,

This is ●●●● JROIS (Joint-Research On-line Integrated System).

This email is sent to those who have not accept to participate in ▲▲▲▲.

You are registered as a joint research member/joint research meeting member

of ▲▲▲▲ whose research theme is

“@@研究課題名@@” .

Representative (Applicant) : @@代表者氏名@@

If you are to accept becoming the joint research member/joint research meeting member,
please click the URL below.

(The acceptance will be completed after clicking the URL and seeing a message saying
” 参加研究者情報の更新が完了しました”) .

@@URL@@

If you have any questions, please email to the address below.

Thank you for your cooperation.

About JROIS : JROIS development and management team (E-mail : sysdev_crp@ism.ac.jp)

About Procedure : Research Promotion Team, ●●●● (E-mail : test@test.ac.jp)

==■Note■=====

Please do not reply to this email as this is a send-only address and
you will not receive a response.

=====

If a research collaborator was not yet registered, an email request for user registration is sent at the same time; therefore, please notify them prior to sending an email notification.

When a research collaborator clicks the URL on the email, the following screen is displayed, completing their acceptance of participation as a research collaborator.

[Participation acceptance screen]

Update of Research participant information is complete.

Login

[A sample email request for user registration] (Sentences may differ depending on the institution.)

@@氏名@@ 様

●●●●

共同利用・共同研究高度化支援システム JR0IS

(Joint-Research On-line Integrated System) です。

本メールは JR0IS に利用者情報登録をされていない方に送信しております。

このたび●●●●研究所が募集する「▲▲▲▲」において、

研究課題名/研究会名：「@@研究課題名@@」

研究代表者/研究会代表者：@@代表者氏名@@

の共同研究者/研究会参加者として登録されましたが、共同研究者/研究会参加者

も JR0IS への利用者情報登録が必須となります。

つきましては、以下の URL より JR0IS への新規利用者情報登録をしていただきますようお願いいたします。

@@URL@@

(注意) 本メールに記載された URL ではなく、システムのトップページから

新規利用者登録を行いますと、データが正しく反映されません。必ず上記 URL より登録をしてください。

※また、別途 JR0IS より「●●●●研究所▲▲▲▲への参加承諾をお願いします」

という件名のメールも送信されますので、そちらから本課題への参加承諾をしていただきますよう併せてお願いいたします。

ご不明な点がございましたら以下までご連絡ください。

システムについて： ROIS システム構築チーム (E-mail: sysdev_crp@ism.ac.jp)

事務手続きについて： ●●●●研究所 研究推進係 (E-mail: test@test.ac.jp)

==■ご注意■=====

本メールは申請システムより自動送信されておりますので、このメールに ご返信

いただきましても回答を差し上げることができません。

=====

---下に続く---

---上からの続き---

Dear Mr./Ms. @@氏名@@,

This is ●●●● JROIS (Joint-Research On-line Integrated System).

This email is sent to those who have not registered with JROIS.

You are registered as a joint research member/joint research meeting member of ▲▲▲▲

whose research theme is

“@@研究課題名@@”.

(Representative : @@代表者氏名@@)

User registration to JROIS is mandatory for joint research members

and joint research meeting members.

In line with this, please create JROIS Account from the URL below.

@@URL@@

In addition, JROIS will send an email “Request for Accepting Participation in ▲▲▲▲” separately, so please be sure to accept becoming the joint research member/joint research meeting member from the email.

Notice: Please carry out user registration from the URL mentioned in this email.

If you register from the top page of the system, the data will not correctly reflected.

If you have any questions, please email to the address below.

Thank you for your cooperation.

About JROIS: JROIS development and management team (E-mail: sysdev_crp@ism.ac.jp)

About Procedure: Research Promotion Team, ●●●● (E-mail: test@test.ac.jp)

== ■Note■ =====

Please do not reply to this email as this is a send-only address and you

will not receive a response.

=====

3) Submission

You can submit the completed application. When submission is completed, emails are sent to research collaborators and the faculty member in the Institute who is in charge of the research.

Unless your application was “returned,” you are not able to update application information after submission.

8-2 Verify application information

A logged-in user can view the list of applications for which he or she is registered as the research leader, a research collaborator, or a faculty member in one of the institutes in charge of the research. By clicking the research title, the details can be displayed.


[Research Application List]

Issue List		
2021		共同研究集会
	③	テスト_20201228_申請情報ダウンロードボタン確認
2021		共同研究集会
		テスト20201223
2021	①	2021-統数研-重点型研究-00004 重点型研究
	②	2021-ISMCPRP-41101 重点4

1) The Reception number is displayed. (The number is assigned at the time of application submission.)

2) The Reference number is displayed. (The Reference number is given when the application is Accepted.)

3) The research title is displayed. By clicking it, further details of the application can be viewed. (When the application is saved as a draft, or returned, the edit screen for application information is displayed.)

By clicking  in each row, you can check the application status.

[Application status display]

Issue List		
2019	2019-統数研-重点型研究-00088	重点型研究
		【テスト】お知らせメール3
Offer name 【テスト】2019年度公募型共同利用（重点型研究）		
Research leader test		
Budget Executive Officer test		
Application amount (thousand yen) 75		
Request status 受理/Received		
Adoption status 採択/Accept		
Progress report status 提出/Submitted		

▶ Back

On the “Application information details” display, you can download consent forms, update application information, or delete your application. (Updating is possible before submitting the application, and deletion is possible prior to being received. If your application is returned in the assessment, you can also update or delete.)

[Application information details display]

大学共同利用機関法人 情報・システム研究機構
Research Organization of Information and Systems

login authority name: データサイエンス共同利用基

Application information details

① Display progress report

② download consent form

③ Change of collaborators/participants

④ upload consent

⑤ download Application information

Basic Information
 Fiscal Year: 2019 Year
 New or Continued proposal: Continue
 Continuation assignment number: 123456
 Continuation assignment number: 123456

- 1) Display progress report: Register the progress of research. (Refer to chapter 9)
(It is displayed after the research application is Accepted.)
- 2) Download consent form: You can download consent forms for the research leader or research collaborators. If a consent form was already uploaded in 4) below, this link will be active.

3) Change of collaborators/participants: When there are changes in research collaborators or participants (addition, deletion etc.), click this button. (It is displayed after research topics are Accepted. Please refer to section 8.2.2.)

4) Upload consent form: You can upload a consent form of the research leader or research collaborators.

5) Download application information: You can download the application information in PDF format.

8-3 Re-submit research application

A returned application for which changes were requested can be re-submitted after making the necessary changes to the content.

9 Functions for the research leader (After the time of Accepted)
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9-1 The procedure immediately after the time of acceptance.

Depending on the institution, some procedures after the time of acceptance may be required. For details, please refer to the "public offering guidelines" prepared by each institution.

9-2 Change collaborators/participants (change, add, or delete)

If you want to change research participants (collaborators) after the research application was accepted, use the "Change of collaborators/participants" process in JROIS.


[Change of collaborators/participants]

On this screen, you are able to add or delete research collaborators.

In the reason for change, please include the following.

- Reasons why members had to be changed, added, or deleted.
- Explain how this change does not cause any adverse effects on the original plan, or how it leads to improvements.

When you add a new research collaborator, he or she receives a notification email about the change of collaborators. Upon acceptance by the recipient, the application is sent to the office.


 大学共同利用機関法人
 情報・システム研究機構
 Research Organization of Information and Systems

Logout

login authority name: 統計数理研究所

Change of collaborators/participants

To add collaborators, enter the Name, mail address and Reason for change, and press "Add", which will be reflected in the "Application status list" and press "Update" after confirming.
 To delete collaborators, please check the box in the Delete column, enter the Reason for change and press "Update".

課題番号 2019-ISMCRP-0018

<<collaborators added>>

Name (Last name)	Name (First name)	mail address	Reason for change
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="変更理由"/>

② Add Clear

<<Application status list>>

No.	Name	mail address	Participation approved	Add/Delete	status	Reason for change
③ 1	test test	test@test.ac.jp	<input type="checkbox"/>	追加		test

④ Update Back

1) Add a new collaborator: Enter the name and email address of a new collaborator, and the reason for addition.

2) "Add" button: When you click this button, which appears under the new collaborator information, the new collaborator is added to the end of the research collaborator list in the "application status list."

The "Status" column of "application status list" shows its status (applied, approved, not approved) .

<<Application status list>>

No.	Name	mail address	Participation approved	Add/Delete	status	Reason for change
1	test test	test@test.ac.jp	<input type="checkbox"/>	追加		test

3) Research collaborator list: Displays names of already participating research collaborators. If you want to delete a research collaborator, click on the "delete" column, then enter the "reason for change."

4) "Update" button: After adding research collaborators using "add a new collaborator" or deleting one from the list, click this to register the updated setting.

9-3 Progress report (Input items may differ depending on the institution.)

The research leader can report on the research progress.

After displaying the detailed information of the research application, the report screen can be displayed by clicking the "Submission of progress report" button.

Submission of progress report

Temporarily saved
Submission
Back

*Is a required field.

Report on Implementation

Reporting date

Research type Research theme

Assigned number

Research subject / Title of research meeting

Number of participants (in application) ISM Outside ISM (Student Foreigner Young(Under 35) Female)

Number of participants (real) ISM Outside ISM (Student Foreigner Young(Under 35) Female)

*Summary of research object and research meeting

*Information of research (Papers, conference presentations, preprints, web pages, etc.)

Please write theme, date, place and number of participants if you had research meeting(s).

Visiting days

No.	Name	Affiliation	Title	*Visiting days
1		東京都市大学	博士課程	<input type="text" value="0"/>
2		北海道大学	大学院生	<input type="text" value="0"/>

Questionnaire

(1) Please select the facility you used. ☐ Statistical science super computer system ☐ Visiting researcher's room ☐ Conference room, seminar room, lounge, etc.

(2) Have you borrowed books from the library? ☐ Yes ☒ No

(3) Have you received any advice from the laboratory staff? ☐ Yes ☒ No

(4) Comments on collaborative research

Temporarily saved
Submission
Back

The following are the input items in the progress report.

Item number	Item	Content	Required
1-1	Report date	Displays the current date.	—

1-2	Research type	Displays the research type of the reported research.	—
1-3	Research theme	Displays the research theme of the reported research.	—
1-4	Assigned number	Displays the assigned number of the reported research.	—
1-5	The research title or the research group name	Displays the research title or name of the research activity group.	—
1-6	Number of participants (applied)	Displays the number of participants in the application for the reported research.	—
1-7	Number of participants (actual)	Enter the actual number of participants in the reported research.	○
1-8	Summary of research object and research meeting	Enter the specific goal and results of the reported research.	○
1-9	Information of research (papers, conference presentations, reprints, web pages etc.)	Enter the publication information where progress and results of the reported research progress can be verified.	○
1-10	Please write theme, date, time, place and number of participants if you had research meeting(s)	If you are reporting about a research activity group, enter concrete information about the meetings.	—
1-11	Visiting days	Enter information about each visit to the Research Institute.	○
1-12	Questionnaires	Please respond to the questionnaires for our research.	—

The progress report can be saved as a draft without completing.

10 Other usage

10-1 Check the system notice

This displays the list of system notices to the users.

A maximum of five items are displayed; therefore, if you need to check the entire list of notices, click on “Show all.” By clicking the title in the list, the content is displayed.

Please note that a system notice item will not be displayed after the notice period ends.

[System notice list]



[Content of system notice]



The entire content of each notice can be viewed by scrolling.

10-2 View and update user information

You can view your own information registered in the system.

If your information changes, please click the “change” button to update information.

[User information]

The screenshot shows the 'User Information' page. At the top, there is a header with the logo of the Research Organization of Information and Systems (ROIS) and a 'Logout' button. Below the header, the page title 'User Information' is displayed. The main content area contains several sections: 'Login information' with fields for 'Researcher ID' (TEST) and 'Password' (*****); 'Name' with fields for 'Name' (統計数理研究所), 'Name (phonetic)' (トウケイスウリケンキュウジョ), and 'Name (English)' (Toukeisuurikenkyuuzyo); 'Date of birth' (1988/01) and 'Gender' (女); 'Contacts' with an 'Email address' field (test@test.ac.jp); and 'Affiliation' with fields for 'Nationality' and 'Affiliation category classification' (Inter-University Research Institute Corporation / 大学共同利用機関法人). A 'login authority name: 統計数理研究所' is also visible in the top right corner.

Login information			
Researcher ID	TEST		
Password	*****		

Name	統計数理研究所		
Name (phonetic)	トウケイスウリケンキュウジョ		
Name (English)	Toukeisuurikenkyuuzyo		
Date of birth	1988/01	Gender	女

Contacts	
Email address	test@test.ac.jp

Affiliation	
Nationality	
Affiliation category classification	Inter-University Research Institute Corporation ／大学共同利用機関法人

10-3 Change password

You can change your own password.

Enter your current password, and then the new password twice.

Please note that the change to your password takes effect immediately.

[Change password]

The screenshot shows the 'Change password' page. At the top, there is a header with the logo of the Research Organization of Information and Systems (ROIS) and a 'Logout' button. Below the header, the page title 'Change password' is displayed. The main content area contains a form with four required fields: 'Current password', 'New password', and 'New password (for confirmation)'. A 'Change' button and a 'Back' button are located at the bottom of the form. A note at the top of the form states '* is a required field.'

* is a required field.

* Current password

* New password

* New password (for confirmation)

Change Back

11 Recommended access environment

To access the system, we recommend the following environment.

* Even if you use the recommended environment, depending on the combination of OS and browser, or the settings of your browser, you may experience issues with display or functions. Please be aware of this situation.

< OS/Browser >

Windows

- Internet Explorer 11
- Microsoft Edge, latest version
- Firefox, latest version
- Google Chrome, latest version

macOS

- Safari, latest version

Inter-University Research Institute Corporation

Research Organization of Information and Systems

Joint-Research On-line Integrated System

JROIS

User Manual (Researcher Edition)

Publication : JROIS management team