

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

# JROIS2 Operation manual ( for ISEE )

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Version 3  
Revised Date : 2024/2/20

# Login

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

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

The screenshot shows the JROIS2 homepage. At the top, there is a header with the text "Joint-Research On-line Integrated System" and a background image of a satellite and a globe. Below the header, there are two buttons: "操作開始(日本語)" (Start in Japanese) and "Start(English)". A red box highlights these buttons with the text: "Click either [操作開始(日本語)] Japanese or [Start(English)] English". Below the buttons, there is a privacy policy notice in both Japanese and English. A blue box highlights the "Start(English)" button with the text: "Recommended Browser (Latest Version) <Windows> Google Chrome Microsoft Edge <Mac OS> Safari". At the bottom, there is a section titled "Information" with a table of links.

機関	お知らせ
ISSE	ISSEお知らせ (テスト)

## 2. Login to JROIS2

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

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

To register an account if you don't have any account \*2

1. Click **"Account Service"** menu.
2. Enter your Email and password for the login. Password must be at least 8 characters.
3. Then, click URL on the email you will receive.
4. After logging in for the first time, 'Edit User' screen will redirect, so please register.

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

The screenshot shows the JROIS2 login page. At the top, there is a header with the text "JROIS LOGIN Account Service" and a user profile icon. Below the header, there is a "LOGIN" section with a "To register an account or renew password \*2" button. Below this, there are input fields for "Email" and "Password". A blue box highlights the "Login" button with the text: "If you have an Account of this system, Click here to login to JROIS2 after entering Email address and Password." At the bottom, there is a copyright notice: "© 2024 Research Organization of Information and Systems (ROIS)".

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

**Note:** Applications can only be checked by a coordinator who is logged in with an email address that matches the coordinator's email address on the application form. When you receive the "Application received email, if the email address is not the same as the you registered for your account, please contact and ask the office to correct the coordinator's email address on the application form. If you have not yet registered, please register an account with the email address.

# Apply

## 1. Select Division to apply to

“Division to apply to” is displayed.

Select division to which you are submitting your application.

※To submit a report, click “Application List” menu above and click the application ID to be submitted to.

A list of offers by all divisions can also be displayed.

## 2. Select an offer to apply for

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

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

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

Use the filter function if necessary.

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

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

# Apply

## 3. Enter information

**Application Section**  
Please check your email after submission.

Title of Research Project (Required)

Coordinator (Required)

Coordinator Email (Required)

App: 1 [ipf] [upload] [delete] [refresh]

**for uploading files**

Save temp. Submit

**Report Section**  
Please check your email after submission.

Report: 1 [ipf] [upload] [delete] [refresh]

Save temp. Submit

**Staff Use Section**

Accepted at	Status	Offer Code	Rating
2024-02-16 06:31:33	Tentative		

Application ID: 20228

Last Update	Offer Number	memo
2024-02-16 15:31:33	900	

Office 1 [ipf] [upload] [delete] [refresh] Office 2 [ipf] [upload] [delete] [refresh] Office 3 [ipf] [upload] [delete] [refresh]

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

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

Upload your application file according to the application guidelines.

\* See below for information on uploading.

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


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

**Delete App.** Click to delete this application

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

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

## 4. Upload files (application form)

1. After clicking "Upload" button , you will see the screen below. Then, click 「Select\_a\_file」 ①

①

JROIS

Select\_a\_file

Upload [\*.pdf Only]

Back

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

②

JROIS

Select\_a\_file

file path "C:¥fakepath¥~"

uploadpathattached\_file.pdf

Upload [\*.pdf Only]

Browser converts and displays for security purposes

Back

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

③

JROIS Account Service Offer List Application List Edit User [ROIS\_PRE] user\_sp EN

SYSTEM Message

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

Close

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

See the next page regarding "Submit".

# Apply

## 5. Submit

1. Check the box next to the pre-submission check.
2. After checking, the color of the button changes and it becomes enable to click.
3. Click [**submit**] button to submit. Then click OK after a confirmation dialog is displayed.
4. Your application has been complete when you receive an email that your application is received.  
**If you do not receive the email, please contact the office.**

App. 1 [zip]

Note: To check the attached files after submitting the application, download the files from the Application List screen.

**Check before submit**

To activate the submit button, check the box to the left. No modification will be accepted after submission.

Save temp. **Submit** Delete App.

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

App. 1 [zip]

Note: To check the attached files after submitting the application, download the files from the Application List screen.

Save temp. **Submit**  To activate the submit button, check the box to the left. No modification will be accepted after submission.

Once an application document is submitted, it cannot be modified or deleted. If you are ready to submit, click [OK].

**OK** キャンセル

SYSTEM Message

Application Received

[Go to Application List](#)

### [Notes]

- Once an application is "submitted," its status turns into "Submit" and it cannot be modified. If you need to edit or replace the attached files, please contact the office.
- When you submit without attachment, the application will be automatically saved, but its status will not turn into "submit". After that, you need to upload files and submit. Also please make sure that you receive an email the status is "submit".
- The issue regarding "Temp. Save" has been resolved on February 2024.  
( In the past, if application in "Amend" status after the application deadline was temporarily saved, it could not be submitted.)

## 6. Confirm the submitted application data

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

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

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

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

JROIS Account Service Division to apply to **Application List** Edit User [Nagoya ISEE] user\_rois EN

Application List

2024 2023 2022 2019 Total 10

**Click to sort. (ascending/ descending toggle button)**

Application ID	Category	Applicant Eligibility	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
ISEE 20225	[JROIS2]TEST Project B	The applicant must be a researcher with a doctoral degree, and an employee or a professor emeritus at an international university or research institute.	テスト課題A	user_rois	機構次部	Submit				
ISEE 20224	[JROIS2]TEST Joint Research Program (General)	The applicant must be a researcher or technical staff employed at a university or a research institute.	テスト課題01	user_rois	機構次部	Saved				

**Application ID**

w/ the uploaded file

w/o the uploaded file

## To confirm the submitted application data as a Coordinator who is co-researcher responsible for budget execution

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

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

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

JROIS Account Service Division to apply to Application List Edit User [ROIS] user\_rois EN

Application List

2024 2023 2022 2019 Total 8

Application List(Coordinator)

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

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

JROIS Account Service Division to apply to Application List Edit User [ROIS] user\_rois EN

Application List

2024 2023 2022 2019 Total 3

Application List(Coordinator)

logged-in user = "user\_rois"

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

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“Application ID 20223” is only displayed after check, because it is submitted by “user\_sp”, not submitted by logged-in user (“user\_rois”).

## Contacts

Contact	Email address
Office	k-kyoten[at] t.mail.nagoya-u.ac.jp
JROIS2 System administrator	staff_rois[at] jrois2.isee.nagoya-u.ac.jp

\*Please replace [at] above with @.

## Check Review Results

After receiving mail sent by the office regarding review results, login to JROIS2.

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

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

Then check the “**Status**”, which is Accept or Reject.

To confirm the allocated expenses and so on, click the **Application ID**.

To confirm the attachment, such as a notice, on “Office(Staff Use section)” according to instructions from the office staff , download files in “**Application List**” .

Application Division	Application ID	Category	Applicant Eligibility	Title	User	Coordinator	Status	Offer Code	App. form.	Rep. form.	Office
ISEE	20227	[JROIS2 TEST] TEST Joint Research Program (General)	The applicant must be a researcher or technical staff employed at a university or a research institute.	テスト課題01	user_rois	機構次郎	Accept	2024-TEST-01			
ISEE	20226	[JROIS2]TEST Project B	The applicant must be a researcher with a doctoral degree and an employee or a professor emeritus at an international university or research institute.	テスト課題A	user_rois	機構次郎	Reject				

### [Note]

To check Attachments, such as application form and report and notice, download files in “**Application List**” to click icon.

## Report

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

Click “Application List” menu above.

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

Then, click the year and Application ID in which you are submitting your report.

The screenshot shows the JROIS interface with the following details:

- Navigation: JROIS Account Service Division to apply to Application List Edit User [Nagoya ISEE] user\_rois EN
- Page Title: Application List
- Filters: 2024 (selected), 2023, 2022, 2019. Total 12.  Application List(Coordinator)
- Table Headers: Application Division, ID, Category, Applicant Eligibility, Title, User, Coordinator, Status, Offer Code, App. form., Rep. form., Office
- Table Row 1:
 

20227	[JROIS2 TEST] TEST Joint Research Program (General)	The applicant must be a researcher or technical staff employed at a university or a research institute.	テスト課題01	user_rois	機構次部	Accept	2024-TEST-01	[Icons]
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- Table Row 2:
 

20226	[JROIS2]TEST Project B	The applicant must be a researcher with a doctoral degree, and an employee or a professor emeritus at an international university or research institute.	テスト課題A	user_rois	機構次部	Reject		[Icons]
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### Upload report files

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

Follow the instructions of the office regarding the file format of the report and how to fill in column “Survey of Research Activities”.

The method of uploading attachments and submitting reports is the same as the method of uploading application forms. Please see page 4.

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

**Report Section**

Please check your email after submission. Note regarding report submission

Rep. 1 [zip] [Icons] Uploading your report files The same as uploading application forms (see page 4).

Note: To check the attached files after submitting the report, download the files from the Application List screen.

Save temp.   I've checked the report attachments.

Report submission period is from 2023-10-02 00:00 to 2025-04-01 00:00.

Please make sure report submission period. You cannot “submit” outside of the period.

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

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

If you do **NOT** receive an email after submission, please contact the office.



## Revision history

Version	Date	Description
1.0	2023.2.20	Initial published Document
2.0	2023.9.20	<p>Revised due to system improvement in September 2023</p> <p>P2 Changed TOP page image due to change of start button.            P2 Added description of account registration when checking application as coordinator.            P3 Added the description of filter function to offer list.            P3 Deleted the description regarding required fields and added explanation of file status update button.            P4 Added description regarding confirmation dialog.            P5 Added explanation of application check as a coordinator.            P7 Added description regarding checking checkbox when submitting a report.</p>
3.0	2024.2.20	<p>Revised due to system improvement in February 2024</p> <p>P1 Changed the manual name from "User manual" to "Operation manual"            P2 Change TOP page image due to layout change.            P2 Added the description of "forgotten password".            P3 Added description due to system specification change to display "Division to apply to" immediately after login and to display a list of offers and notice by the selected division.            P3 Delete filter function to select division.            P5 Added the description regarding "Temp. saved" issue resolved.            P6 Added explanation regarding Application List to be viewed by coordinator.            P7 Added notes regarding downloading files.            P8 Added description due to change specification to display "Division to apply to" immediately after login.            P8 Added description regarding report submission period.</p>