

# Manual for Applicants

2020/11/25

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# 1. Logging in



**Login**

User ID

Login Password

Remember me

**Login**

**Register**

Forgot Your Password?

Japanese

日本語

Switches the display to Japanese.

### User ID

If you have used the old system, you should input your **user ID from the old system**.

If you have never used this system or the old system, you should input the user ID obtained by using the "Register" function.

### Login Password

If you have previously used the old system, you should reset your password using the "**Forgot Your Password?**" function. If you have never used this system or the old system before, you should input the password obtained by using the "Register" function.

### Login

Click this button after you have entered the correct information to login to the system.

If you are using the system for the first time, click "Register" to register as a new user.

**Data other than your password is migrated from the old collaborative use web system (hereinafter old system).**

If you have used the old system, you should not register as a new user. Use the "Forgot Your Password?" function to reset the password for your user ID from the old system and then **login using the same user ID as the old system**.

# 2. Resetting your password



## Reset Password

URL link to reset your password will be sent  
Please enter your user ID and email address.

**i** If you do not know your user ID or email address you registered, please contact the GIMRT User Office.

User ID

E-mail

**Send URL link to reset password**

[Register](#)

[Login](#)

### User ID

Enter the **user ID** for which you want to reset the password.

### E-mail

Enter the **e-mail address** you registered when you obtained your "User ID".

### Send URL link to reset password

After you have entered the correct information, a URL for resetting your password will be sent to the entered e-mail address.

# 2. Resetting your password

日本語



Reset Password

User ID

E-mail

New Password

**i** Be sure to include big and small letters, numbers, and symbols. Symbols allowed are -@ ! # \$ %

**i** Please enter 8 or more characters within 128 characters.

Confirm New Password

**Reset Password**

The URL that was sent to the e-mail address brings you to this screen.

**E-mail**  
Enter the e-mail address that the password reset URL was sent to.

**New Password**  
**The password needs to be between 8 and 128 characters, and must contain at least one uppercase letter, lowercase letter, number, and symbol (from among - @ ! # \$ % \*).**

**Confirm New Password**  
Enter the same string as you entered for the new password.

# 3. Dashboard



Logout 日本語

## Dashboard

### Proposal during temporary save

Displaying the latest 3.

List

No draft

### Proposal list as principal investigator

Displaying the latest 3.

No proposal. [You can apply for proposal here.](#)

### Proposal list as proxy

Displaying the latest 3.

There are no proposal participating as proxy.

### Proposal list as co-investigatior

Displaying the latest 3.

List

There are no proposal participating as co-investigatior

#### Dashboard

Opens the screen for displaying various messages and notifications.

#### New Proposal

Opens the proposal application form.

#### Modify Save Draft

Opens the list of draft proposals.

#### Proposal List

Opens the list of previously submitted proposal applications.

- Dashboard
- New Proposal
- Modify Save Draft
- Proposal List
- Management Portal
- FY2021 Application GuideLine/Form
- Instruction for visitors
- Research Report
- Archive

# 4. New proposals

UID

Principal Investigator

Affiliation

Job

**Required** Area

Research Divisions and Groups

**Young Researcher**

37 or younger

**i** As of 1st Jan. 2021

**Required** Type or Category

Research Divisions and Groups

- General Research
- Challenging Project
- Challenging Research
- Workshop(domestic)
- Type B

**i** For type B, please refer to the proposal call document and consult with a local contact in advance.

Fields marked with **[Required]** are mandatory input fields. The application cannot be submitted if any of the mandatory input fields have been skipped.

### **[Required] Area**

Select the proposed area from among Research Divisions and Groups, High Field Laboratory for Superconducting Materials, Cooperative Research and Development Center for Advanced Materials , Center for Computational Materials Science, International Research Center for Nuclear Materials Science, Center of Neutron Science for Advanced Materials, Type O, B, and other.

### **Young Researcher**

This is only displayed if the age of the applicant is 37 years or younger.

### **[Required] Type or Category**

Select the type of research in the proposal from among the displayed options.

The displayed list varies depending on the selection you made in the “Area” field.

For some areas, this field is not displayed.

# 4. New proposals

## **Required** International or Domestic Proposal

International  Domestic

**i** Select [International] or [Domestic]

## **Required** New/Continued

New  Continue

**i** If you propose a continuing proposal of the previous one, please select [Continue]. Proposal may be continued up to three times (years).

## **Required** Proposal Title

## **Required** Role (work division among collaborators)

## **Required** Research Field

**i** Please select your Research Field.

## **Optional** Safety Items

nitrogen  helium  high pressure gas  laser  radiation

**i** Safety-items: Please mark if you are going to use some in the above

## **[Required]** International or Domestic Proposal

Select whether the proposal is international or domestic.

## **[Required]** New/Continued

Select new or continuing.

For continuing:

Previous proposal	<input type="text" value="Please choose"/>
<b>i</b> If you propose a continuing proposal of the previous one, please select [Continue]. Proposal may be continued up to three times (years).	

A list of proposals that can be continued is displayed as shown in the diagram. Select the proposal to continue.

## **[Required]** Proposal Title

Enter the proposal name.

## **[Required]** Role (work division among collaborators)

Enter the role of the applicant in the proposal.

## **[Required]** Research Field

Select the field for the research topic.

## **Safety Items**

If you are using any of the displayed options, select the corresponding check boxes.



# 4. New proposals

## Optional Co-Principal Investigator

Search and register your collaborators.

Please enter a part of name here to search

Add

**i** You can search registered user by putting a part of name in the search box.

## Optional List up your Collaborator

Search and register your collaborators.

Please enter a part of name here to search

**i** You can search registered user by putting a part of name in the search box.

Role (work division)

Input Role

Add

**i** Enter the Role of the Collaborator.

Collaborator

Affiliation

Position

Role (work division)

## Co-Principal Investigator

For collaborating applicants, check the application requirements.

### Optional Co-Principal Investigator

Sato

187 people matched

Add

**i** You can search registered user by putting a part of name in the search box.

When you enter part of the name in the input field on the left, search results are displayed as shown in the diagram. Click the search results to display the list, and select the person you want to register.

## List of Collaborators

Search for the person you want to register in the same way as "Co-Principal Investigator", enter the research role in the input field, and click the Add button.

# 4. New proposals

## Optional Equipment / Application

- 31T-HM (32mm Room temperature bore)
- 28T-HM (52mm Room temperature bore)
- 28T-CHM (32mm Room temperature bore : No refrigerant type)
- 25T-CHM (52mm Room temperature bore : No refrigerant type)
- 12T-SM (360mm Room temperature bore)
- 9T-CSM (360mm Room temperature bore)
- 20T-SM (High uniformity)
- 18T-SM
- 15T-SM
- 25T-CSM
- 20T-CSM
- 15T-CSM
- 10T-CSM (100mm Room temperature, Rotary type)
- 8T-CSM
- 6T-CSM (220mm temperature bore)
- 5T-CSSM (X-ray analysis)

### Equipment/Application

If you selected **High Field Laboratory for Superconducting Materials, Cooperative Research and Development Center for Advanced Materials, or Center for Computational Materials Science in Area**, a field for selecting the required equipment or applications is displayed.

Select the magnet, equipment, or applications to be used in the proposal.

# 4. New proposals

## Required Research Group / Head

Magnetism / Hiroyuki Nojiri

## Required IMR local contact

- Hiroyuki Nojiri (Professor)
- Iwao Mogi (Assistant professor)
- Takumi Kihara (Assistant professor)
- Michihiro Hirata (Assistant professor)
- Motoi Kimata (Associate professor)

**i** The list will show up when you choose the group.

## Required Application form

Select file to upload

ファイル選択

**i** Submit a Word Application form converted to PDF.

**(File type)** PDF file

## Optional CV / Reference

Select file to upload

ファイル選択

**i** If CV is requested for this application type

**(File type)** PDF file

## Optional Additional document, if requested

Select file to upload

ファイル選択

**(File type)** PDF file

### **[Required] Research Group/Head**

Select the research group, center, etc. to which the academic staff of the collaborative research proposal belong.

### **[Required] IMR local contact**

Displays the academic staff that belong to the research group/center selected in “Research Group/Head”.

### **[Required] Application form**

Upload your application form.  
Only PDF files can be uploaded.

### **CV/Reference**

Upload your CV / references.  
Only PDF files can be uploaded.

### **Additional document, if requested**

Use this to upload files other than your application form, CV, or references.  
Only PDF files can be uploaded.

# 4. New proposals

## Optional Visiting Plan

! You can make a list of visit schedule by filling in items in the below.

9days 8nights X 2 persons

2days 3nights X 3 times

Number of staying nights	<input type="text" value="0"/> day(s)	Price of Accommodation/night	<input type="text" value="10000"/> JPY
Estimated ticket price	<input type="text" value="0"/> JPY	How many persons / times ?	<input type="text" value="1"/> people / times
Subtotal			0 JPY

Note , comment

Add to the list

Total	0 JPY
-------	-------

Confirm

Save Draft

## Visiting Plan

The travel cost is calculated with a fixed accommodation price of 10,000 yen per night. Enter the accommodation price, transport price, and number of people, then click the [Add to the list] button.

Number of staying nights	Price of Accommodation/night	Estimated ticket price	How many persons / times ?	Subtotal
1 day(s)	10,000 JPY	7,000 JPY	3 people / times	51,000 JPY
				<p>Delete</p>

Number of staying nights	Price of Accommodation/night	Estimated ticket price	How many persons / times ?	Subtotal
3 day(s)	10,000 JPY	7,000 JPY	2 people / times	74,000 JPY
				<p>Delete</p>

Total	125,000 JPY
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## Confirm

If you have not skipped any required fields, you can proceed to the next screen.

- ! The Type or Category field is required.
- ! The International or Domestic Proposal field is required.
- ! The Proposal Title field is required.
- ! The Role (work division among collaborators) field is required.
- ! The Research Group / Head field is required.
- ! The IMR local contact field is required.
- ! The Application form field is required.

If you have skipped any required fields, an alert like shown in the diagram is displayed. Fill out the listed fields and click the button again to confirm.

## Save Draft

Saves the current proposal as a draft.

You can resume the proposal using "Modify Save Draft" in the menu on the left.

# 5. Draft proposals

Logout

日本語

## Modify Save Draft

[Dashboard](#) / [Modify Save Draft](#)

Area	Principal Investigator	Proposal Title	Applied	Last updated	
Research Divisions and Groups	kenkyo kenkyo	<a href="#">Test</a>	2021-07-08 14:07:04	2021-07-08 14:07:04	<a href="#">Resume</a> <a href="#">Delete</a>

### Resume

Allows you to resume a previously started draft to edit or submit the proposal.

### Delete

Deletes the draft proposal.

# 6. Proposal list

## Proposal List

[Dashboard](#) / [Proposal List](#)

Application Year:  Area:

<input type="checkbox"/> Proposals Number	<a href="#">Applied</a>	<a href="#">Application Year</a>	<a href="#">Area</a>	Possision	Principal Investigator	Proposal Title	Type or Category	Status	Change	List up your Collaborator	(英) 回答	
<input type="checkbox"/> 20K0806	2020-09-10	2020	Research Divisions and Groups	Principal Investigator			Workshop(domestic)	Confirm	Readonly	-	<input type="button" value="Add Collaborator"/>	-
<input type="checkbox"/> 20K0805	2020-09-10	2020	Research Divisions and Groups	Principal Investigator			Workshop(domestic)	Confirm	Readonly	-	<input type="button" value="Add Collaborator"/>	-
<input type="checkbox"/> 18K0402	2018-04-20	2018	Research Divisions and Groups	Collaborator			Workshop(domestic)	Confirm	Readonly	<a href="#">2</a>	-	-
<input type="checkbox"/> 10K0028	2009-12-11	2010	Research Divisions and Groups	Collaborator			General Research	Confirm	Readonly	<a href="#">6</a>	-	-
<input type="checkbox"/> 09K0051	2008-12-04	2009	Research Divisions and Groups	Collaborator			General Research	Confirm	Readonly	<a href="#">4</a>	-	-

### Application Year

Searches the displayed list of proposals by application year. This search can be combined with the selection in the "Area" field.

### Area

Searches the displayed list of proposals by area. This search can be combined with the selection in the "Application Year" field.

### Change

If a proposal shows editable, the content of the proposal can be edited. Click the proposal name in the list to open the proposal change screen.

### List up your Collaborator

For proposals where collaborators are registered, this displays the number of people registered. Click the number of people to view the names of the registered collaborators in a pop-up.

### Add Collaborator

You can use this button to add collaborators after a proposal has been submitted. Clicking this button takes you to the add collaborators screen. Collaborators are added using the same process as when first submitting an application.

### Response Form

The "[Response Form](#)" link is displayed for proposals that require the submission of a response form. [1](#) [2](#)

# 7. Adding collaborators

## Proposal List

[Dashboard](#) / [Proposal List](#)

Application Year:  Area:

<input type="checkbox"/> Proposals Number	<a href="#">Applied</a> ↓	<a href="#">Application Year</a> ↓	<a href="#">Area</a> ↓	Possision	Principal Investigator	Proposal Title	Type or Category	Status	Change	List up your Collaborator	[英] 回答	
<input type="checkbox"/> 20K0806	2020-09-10	2020	Research Divisions and Groups	Principal Investigator			Workshop(domestic)	Confirm	Readonly	-	<input type="button" value="Add Collaborator"/>	-
<input type="checkbox"/> 20K0805	2020-09-10	2020	Research Divisions and Groups	Principal Investigator			Workshop(domestic)	Confirm	Readonly	-	<input type="button" value="Add Collaborator"/>	-
<input type="checkbox"/> 18K0402	2018-04-20	2018	Research Divisions and Groups	Collaborator			Workshop(domestic)	Confirm	Readonly	<a href="#">2人</a>	-	-
<input type="checkbox"/> 10K0028	2009-12-11	2010	Research Divisions and Groups	Collaborator			General Research	Confirm	Readonly	<a href="#">6人</a>	-	-
<input type="checkbox"/> 09K0051	2008-12-04	2009	Research Divisions and Groups	Collaborator			General Research	Confirm	Readonly	<a href="#">4人</a>	-	-

If you need to add collaborators after a proposal has been submitted, you can add the collaborators from the **Proposal List** after **selecting the proposal**.

In the proposal list shown in the diagram, Click the **"Add Collaborator"** button in the rightmost column of the row for the proposal you want to add collaborators for.





# 7. Adding collaborators

**Proposal Title**  
Asia-Pacific Workshop on Research in High Magnetic Field

**List up your Collaborator**

empty

**Required Add Collaborator**

Sato 187people matched

**?** You can search registered user by putting a part of name in the search box.

**【英】分担者の追加理由** Necessary for conducting research

**Role (work division)** Analysis **Add**

**?** Enter the Role of the Collaborator.

Collaborator	Affiliation	Position	Role (work division)	【英】分担者の追加理由
		Professor	Analysis	Necessary for conducting research

**Confirm**

After you have selected the collaborator to add, enter the following:

Reason for adding collaborator

Role

After this, click the [Add] button.

**?** Enter the Role of the Collaborator.

Collaborator	Affiliation	Position	Role (work division)	【英】分担者の追加理由	
		Professor	Analysis	Necessary for conducting research	<b>Delete</b>

The collaborator is added to the proposal as shown above. Perform this same operation for the necessary number of collaborators.

Once you have finished adding all collaborators, click [Confirm]. Perform this operation by following the directions on the screen.

Once the application to add collaborators is approved by the office, the collaborators are added to the proposal.

# 8. Registering a response form

## 回答書が必要な課題

申込日	課題番号	申請年度	継続回数	研究種別	所属機関	申請者	課題名	部門	状況	分担者数
2021-02-01	202102-CRKKKE-0401	2021年	新規				<a href="#">テスト</a>	新薬材共同研究開発センタ	申請済み	分担者 0人

1: [管理者]

2021-07-08 15:46:23

Please upload your response form.

## 回答書を送信

Optional ファイル

Select file to upload

ファイル選択

File type PDF file

送信する

### Input field

Allows you to input text.

### File

Allows you to upload a PDF file.

The input text and file should be in accordance with the message from the administrator displayed on the screen.

If any proposals need a response form to be registered, a notification is shown on the dashboard.

## Dashboard

### 回答書の登録が必要な課題

● 確認ボタンから詳細をご確認ください。

Applied	Code	Title	操作
2021-02-01	202102-CRKKKE-0401	<a href="#">新薬材テスト</a>	<a href="#">確認</a>