

JROIS2 User manual (simplified version)

Login	How to Log in to JROIS2P.2
Apply	Choose an open call.....P.3
	Enter informationP.3
	Upload an application form.....P.4
	SubmitP.4
Check	Check adoption results.....P.5
Report	Submit report.....P.6

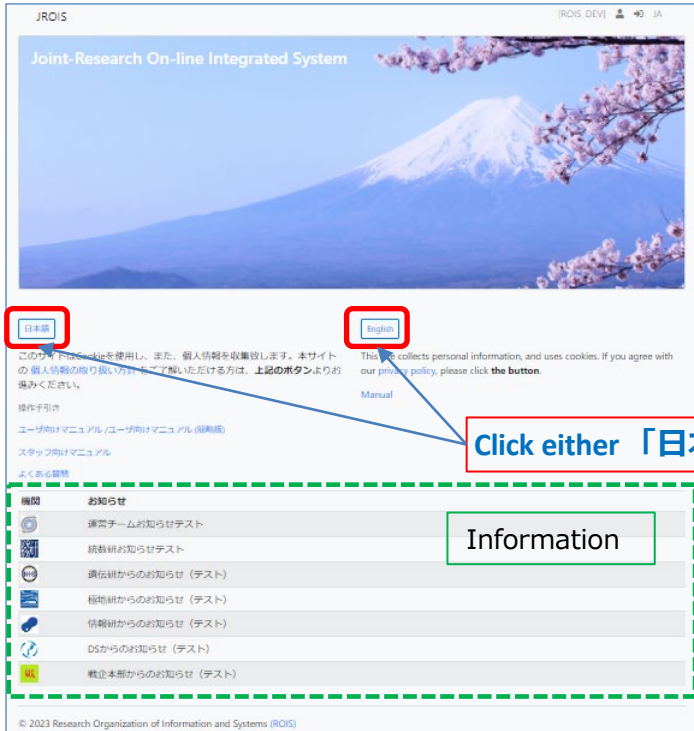
**Created Date :
2023/ 2 /20**

This manual is a simplified version manual.

Login

1 . Access to <https://jrois2.rois.ac.jp>

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



The screenshot shows the JROIS2 homepage. At the top, there are two buttons for language selection: "日本語" (Japanese) and "English". Both buttons are highlighted with red boxes. Below the language buttons, there is a section titled "Information" with a green dashed border, containing several links for notices and manuals. A red box highlights the "日本語" button with the text "Click either 「日本語」 Japanese or English".

Recommended Browser (Latest Version)

<Windows>

Google Chrome

Microsoft Edge

<Mac OS>

Safari

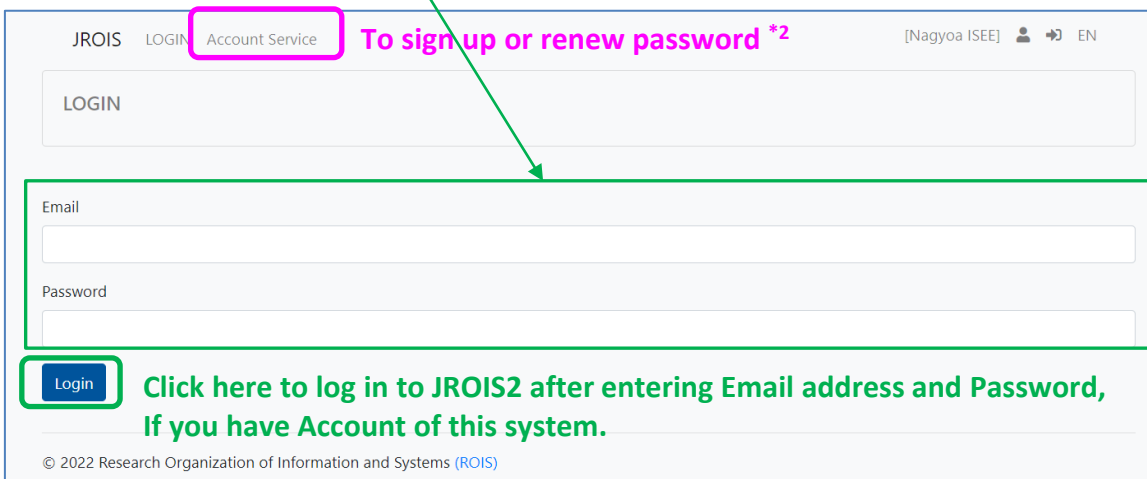
2. Log in to JROIS2

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

If you do not have any Account of this system, you need register your information.

To sign up if you don't have any account *2

1. Click **“Account Service”**
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.



The screenshot shows the JROIS2 login page. At the top, there is a navigation bar with "JROIS LOGIN" and "Account Service" (highlighted with a pink box). Below the navigation bar, there is a "LOGIN" section with input fields for "Email" and "Password". A "Login" button is located at the bottom left. A pink box highlights the "Account Service" button with the text "To sign up or renew password *2". A green box highlights the "Login" button with the text "Click here to log in to JROIS2 after entering Email address and Password, If you have Account of this system.".

Apply

1. Choose an open call

Click "Apply" of the open call that you would like apply in "Offer List."

2023年度
Please confirm application guide from link on division's log

Div.	Open offering (JST)	Close offering (JST)	Due date for the report(JST)	Offer	Type	Theme	Review
[Icon]	2023-02-01 00:00	2023-04-21 17:00	2024-06-01 00:00	[Icon]	[Icon]	TEST Joint Research Theme	ENA
[Icon]	2023-02-01 00:00	2023-04-21 17:00	2024-06-01 00:00	[Icon]	[Icon]	TEST Meeting Theme	ENA

After logging in JROIS2, you can see an offer list for the latest fiscal year.
To view an offer list for the different year, click "the year".

screen upper : Information
screen upper : Offer list

Scroll down the screen

If you can't see the list, scroll down the screen.

2. Enter information

Enter the required information only in the red frame.

Required

- Title
- Coordinator
- Coordinator Division
- Coordinator Email

save temporarily

Click [Save temp.] to save data temporarily before you submit.

This application will be deleted by clicking [Delete App.]

Application section

Title (Required)
Coordinator (Required)
Coordinator Division (Required)
Coordinator Email (Required)
Meeting start at
Meeting end at
Venue
Number of people is total outside the ROIS. Budget is for the year (JPY)
Number of participants
Travel expenses (Yen)
Research expenses (Yen)
New/Renew
Past Reference
Start year
End year
App. Form. 1 [docx]
App. Form. 2 [pdf]
App. Form. 3 [zip]
Save temp. Delete App. Submit
I've checked the application attachments.
Report Section
App. Form. 1 [docx]
App. Form. 2 [xlsx]
App. Form. 3 [zip]
Save temp. Submit
事務用使田欄
Accepted at
Status
Offer Code
Rating
Allocated travel expenses (Yen)
Allocated expenses (Yen)
Offer ID
Review key
Last Update
Koubo Number
memo
事務用件 1 [pdf]
事務用件 2 [docx]
事務用件 3 [zip]
Save

3. Upload the application form

Click and upload your application form as instructed.

The maximum number of files that can be attached is 3 and it depends on the open call.

App. form.1 [docx] App. form.2 [pdf] App. form.3 [zip]
Save temp. Delete App. Submit
I've checked the application attachments.

To delete the uploaded file

w/o the uploaded file

w/ the uploaded file

If you do **NOT** receive an email after submission, or if you need to make changes to your application, please contact us at the email address below.

If your application form is incomplete, staff remand the application and contact you. Please apply again by logging in to JORIS2. In this case, If the application is **temporarily saved after the deadline**, you cannot submit. You need contact us to remand the application again.

JROIS2 System administrator	staff_rois[at]jrois2.rois.ac.jp
ISM	staff_ism[at]jrois2.rois.ac.jp
NIG	staff_nig[at]jrois2.rois.ac.jp
NIPR	staff_nipr[at]jrois2.rois.ac.jp
NII	staff_nii[at]jrois2.rois.ac.jp
DS	staff_ds[at]jrois2.rois.ac.jp
ROIS	staff_sp[at]jrois2.rois.ac.jp

Check adoption results

After receiving mail from the office regarding the adoption results, login to JROIS2 and open **Application list** and check 「**status**」, which is Accept or Reject.

JROIS Account Service Offer List **Application List** Edit User [ROIS_DEV] user_rois EN

Application List

2023 Total 6

Click to sort. (ascending/ descending toggle button)

Offer ID

Division	Offer ID	Class	Theme	Title (Required)	User	Status	Offer Code.	App. form.	Rep. from.	Office
戦	20015	JROIS2]TEST Meeting	TEST Meeting Theme	Test Subject 03	user_rois	Accept	test-01	[Icons]	[Icons]	[Icons]
戦	20016	JROIS2]TEST Project	TEST Theme	Test Subject 01	user_rois	Reject		[Icons]	[Icons]	[Icons]
戦	20017	JROIS2] TEST Joint_Research	TEST Joint Research Theme	Test Subject 02	user_rois	Submit		[Icons]	[Icons]	[Icons]

Click the offer ID to confirm the allocated expenses etc.

Click here to check the notice, if the office let you know.

Report

Login to JROIS2 and open Application list (**fiscal year concerned**) and click [**Offer ID**] that you submit your report.

Application List

2023

Offer ID

Click to sort. (ascending/ descending toggle button)

Division	Class	Theme	Title (Required)	User	Status	Offer Code	App. form.	Rep. from.	Office
戦	20015	JROIS2]TEST Meeting	TEST Meeting Theme	Test Subject 03	user_rois	Accept	test-01		
戦	20016	JROIS2]TEST Project	TEST Theme	Test Subject 01	user_rois	Reject			
戦	20017	JROIS2] TEST Joint Research	TEST Joint Research Theme	Test Subject 02	user_rois	Submit			

報告書1 [docx] 報告書2 [xlsx] 報告書3 [zip]

一時保存 提出

Upload your report

1. After clicking “Upload” button , you will see the screen below. Then, click 「ファイルの選択」^①

① JROIS

ファイルの選択

ファイルが選択されていません

送信

戻る

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

JROIS

ファイルの選択 applicationform.docx

送信

戻る

3. After that you will see the screen below. Then, click 「閉じる」^③

JROIS アカウントサービス 公費一覽 申請一覽 利用者編集

SYSTEM メッセージ

ファイルのアップロードが完了しました。

閉じる

© 2023 Research Organization of Information and Systems (ROIS)

JROIS Account Service Offer List Application List Edit User

Edit Application

Division Class Theme User email Organization Division Job

JROIS2]TEST Meeting TEST Meeting Theme user_rois user_rois@rois2.rois.ac.jp ROIS 研究推進課 テストユーザ

Application Section

Title (Required) Test Subject 03

Coordinator (Required) Coordinator Division (Required) Coordinator Email (Required)

梅原太郎 テスト課 testxxx@rois.ac.jp

Meeting start at Meeting end at Venue

2023-10-17 2023-10-19 研究所Yホール

Number of participants Travel expenses (Yen) Research expenses (Yen) New/Renew Past Reference Start year End year

1 0 0 New Number YYYY YYYY

App. form. 1 (Docx) App. form. 2 (xlsx) App. form. 3 (zip)

Save Temp. Submit

Report section

報告書1 [docx] 報告書2 [xlsx] 報告書3 [zip]

Save Temp. Submit

Accepted at Status Offer Code. Rating Allocated travel expenses (Yen) Allocated expenses (Yen)

2023-02-19 09:14:04 Accept test-01 採択 0 50000

Offer ID Review key

20015 u41e17963bab19f18914d5b382be5ec4561e72746d5c3702d08528c5f0af6553d3e

Last Update Koubo Number memo

2023-02-19 23:34:50 998

報告書1 [docx] 報告書2 [xlsx] 報告書3 [zip]

Save

© 2023 Research Organization of Information and Systems (ROIS)

After uploading your report, click [**Submit**] to submit report.

Your report submission has been complete when you receive an email that your report is received.