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　User Operation manual

Version　5.1
Revised　Date：2025/2/26

Login

1．Access to **https://jrois2.rois.ac.jp**

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

Click either [操作開始(日本語)]
Japanese or [Start(English)]English

Recommended Browser（Latest Version）
 <Windows>
  Google Chrome
  Microsoft Edge
 <Mac OS>
  Safari

Click here to get this manual.

Information from the system administrator.

Information from the office staff.

2. Log in 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.
If you forget your password, click "Account Services" menu above to renew password.

New registration.
Follow the instructions on the 'Account Service' screen and enter a valid e-mail address and a password of at least 8 characters, etc. Then click on the URL in the email sent to the address you entered to complete your registration.
After logging in for the first time, the 'Edit User' screen will appear, asking you to register your 'Display Name', 'Contact tel number' and 'Organisation or "Personal".

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

"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.
*The application needs to be made by the Principal Investigator.

Apply

3. Registor information

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.

Items related to coordinator may be entered directly or may be inserted automatically by clicking the blue button and selecting form the list. The figure on the left is for selecting from the list.

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.)

申請削除 **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.

You can filter by 'Name' and 'Belong to'.

*Name can be searched for partial matches.

Click on 'Select' , review a confirmation dialog, and then click 'OK'.

Then the coordinator's information in 'Edit Application' will be filled automatically.

4. Upload application file

Upload the application file (in the specified file format) to the 'Application Section' file upload field.

After clicking "Upload" button ⬆ , you will see the screen below. Then, click 「Select_a_file」 ①

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

file path "C:¥fakepath¥～"

Browser converts and displays for security purposes

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

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

See the next page regarding "Submit".

Apply

5. Submit

1. Check " ☑ 「I've checked the application attachments.」
   After checking, the color of the button changes and it becomes enable to click.

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

2. Click [**submit**] button to submit . Then click 'OK' after a confirmation dialog is displayed.
   If a message then appears, click on 'Go to Application List'.

3. Your application has been completed when you receive an email that your application is received.
   If you do not receive the email, please contact the office.

＜Notes＞

■ If the submission deadline arrives while the 'Edit Application' screen is opened, the status will change to 'Expired' and the application cannot be submitted.

■ If you wish to make changes to your application after it has been 'Submit', please ask the office to process a 'Request for remand of application'. As shown in the diagram below, you can also contact the office if the blue button **'Inquiry'** is displayed in the top right-hand corner of the application editing screen. (*For details, see p. 11)

■ If you click 'Submit' without uploading any attachments, the application will automatically be 'Saved' but the status will not be 'Submit'. Please upload the attached files and then click 'Submit' to confirm that the 'Received your application' email has been sent. Please also check that the status is 'Submit'.

■ If the application is incomplete, the Secretariat may issue a return instruction. If the status of the application is changed from 'Submit' to 'Remand', you will be able to edit the application again. Please correct the issues raised and 'Submit' again.

■ In rare cases, a 'TLD not found' message may be displayed in the 'Coordinator Email' section. This may be due to spaces or a different character code, etc. Please try entering your email address in a text editor such as Notepad and copy and paste.

Apply

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 tentative, click the "Application ID"

「**Application List**」

To download a file after 'Submit', you can either click on the file icon in '**Application List**' or in '**File Download**' in '**Edit Application**' (see figure below).

「**Edit Application**」 ('**File Download**' is located under the 'Report Section'.)

To confirm the submitted application data as a Coordinator (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.
After the applicant has 'Saved' the application, it will appear in the 'Application List'.

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

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

「Application ID 20223」
・Not shown before checking.   *Because the applicant (Principal Investigator) is "**user_sp**".
・After checking the box, it is displayed. *Because the teacher responsible for acceptance in the office is ("**user_rois**").

Check Review Results

Once the application is received, the Review proceeds.
Once the review is complete, you will receive an email from the office staff via BCC informing you that the review is complete.
After receiving the notification email, log in JROIS2.
Immediately after logging in, you will be taken to the '**Division to apply** ' screen, click on the '**Application List**' menu at the top of the screen.

In the '**Application List**' , check the '**Status**' of the application ID for which you want to check the review result (Accept/Reject).Click on the **Application ID** and check the Offer Code, Rating, Allocation expenses, etc.

If the notification email from the office shows that the office attachment is to be checked, click on the attachment in the 'Notices from office staff' field on the 'Application List' screen.

「**Application List**」

Application ID

Attachments (Applications, Reports and Office Staff files) can be downloaded in '**File Download**' in '**Edit Application**' (see figure below) as well as in '**Application List**' screen.

「**Edit Application**」 ('**File Download**' is located below the 'Report Section'.)

Submit a 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 submit your report.

Upload your report in the **Report section** in "**Edit Application**".
The instructions for uploading attachments and submitting reports are the same as for uploading applications, see page 4.

Please follow the instructions of the office staff regarding the file format of the report and the filling in of the 'MEXT Report' fields (some or all of the fields may not be displayed).

"**Edit Application**" ***Report section** is in the center of "**Edit Application**".

Please make sure report submission period. You cannot "**submit**" after the period.

After uploading the report files, be sure to check the checkbox and click "**Submit**" button. (Checking the checkbox activates the "Submit" button.)
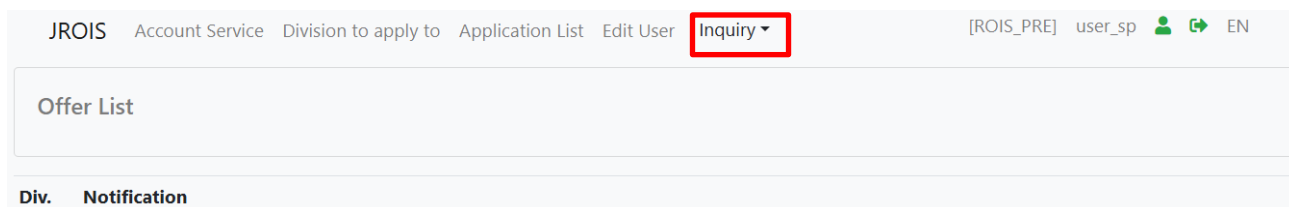
Your report submission is completed when you receive an email sent by JROIS2 System.
If you do not receive an email after submission, please inquiry the office.

Inquiry reception

<Via the "Inquiry" tab in the menu at the top of the screen> - refer to P11

To contact the system administrator for problems related to user registration or changing user information, click the " Inquiry" tab.

| JROIS | Account Service | Division to apply to | Application List | Edit User | Inquiry ▾ | | [ROIS_PRE] | user_sp | 👤 | ➡ | EN |

Offer List

Div. **Notification**

<Via the button on the "Edit Application" screen>
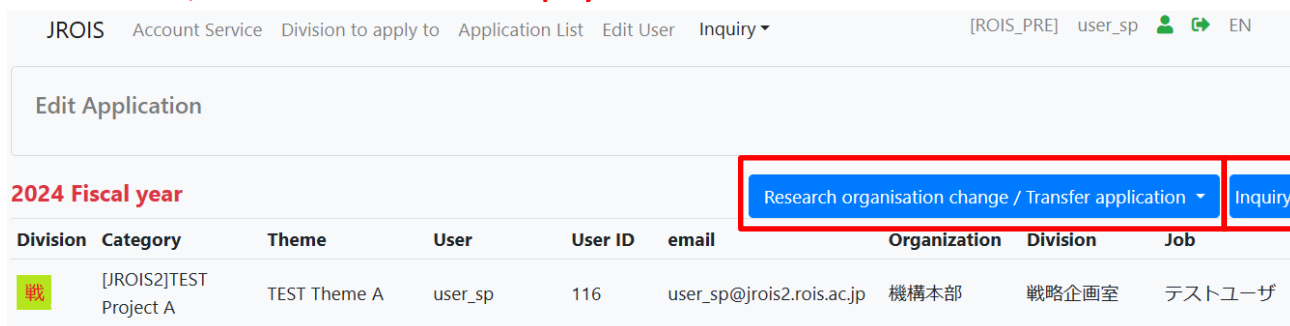
1. "Inquiry" - refer to P12
To request a remand by applicant, etc, click the "Inquiry" button.
The dropdown menu items differ depending on the offer division.

2. "Research organization change/transfer application'"- refer to P13
To apply for the addition/deletion/transfer of co-researchers and for the transfer of the Principal Investigator, click the "Research organization change/transfer application" button.

The function may be disabled for some divisions.
In such cases, the button will not be displayed.

| JROIS | Account Service | Division to apply to | Application List | Edit User | Inquiry ▾ | | [ROIS_PRE] | user_sp | 👤 | ➡ | EN |

Edit Application

2024 Fiscal year   Research organisation change / Transfer application ▾   Inquiry

Division	Category	Theme	User	User ID	email	Organization	Division	Job
戦	[JROIS2]TEST Project A	TEST Theme A	user_sp	116	user_sp@jrois2.rois.ac.jp	機構本部	戦略企画室	テストユーザ

Inquiry

1. Inquiry to the system administrator

To contact the system administrator about a problems with user registration or changes to user information, click on the 'Inquiry' tab at the top of the screen (always displayed at the top of the screen from the login screen onwards).

The Inquiry form will open. Select the request 'User registration and changing user information', enter the content and click 'send'.
After clicking 'OK' in the confirmation dialogue, an email is sent to the system administrator and the applicant.
*If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mailbox to be sure.

You can make an inquiry both before and after you have logged in. However, the input items in each form differ. Before logging in, the form needs to be filled out with the applicant's information (Name, Email address, Telephone number and Organization).

「Inquiry」Tab **(**Always displayed at the top of the screen after the transition to the login screen.**)**

Click on 'Inquiry' tab Select
⇒ To the system administrator.
⇒ Inquiry form will open.

*You can make an inquiry both before and after you have logged in. However, the input items in each form differ.

Inquiry Form
(To the system administrator *before login)

Before logging in, the fields relating to the applicant's information (Name, Email, Tel, Organization) must be completed.

Enter the content

Inquiry Form
(To the system administrator *after login)

Enter the content

Select your subject. 'Problems with user registration or changing user registration information' is the only option.

Click on '**Send**', review confirmation dialog, and then click '**OK**'.
An email is sent to the system administrator and the applicant.

Inquiry

2. Inquiry to office staff

To contact on changes after 'Accept' or to request a remand after 'Submit' an application, click on 'Inquiry' at the top right of the 'Edit Application' screen of the application to be inquired about.

The 'Inquiry' form will open. Select your subject, enter the contents and click 'send'. Then click 'OK' in the confirmation dialogue, an email is sent to the office staff, the applicant and the coordinator.
*If you do not receive a confirmation email within an hour, please check your email address and contact us again. Please also check your junk mailbox to be sure.
*The 'Inquiry' button is not displayed if the offer division does not accept inquiries via JROIS2.

'Edit Application' (Click on the application ID of the application you wish to enquire about in the 'Application List' to open it.)

Inquiry Form（To Office staff）

Select 'Subject' and a template will be inserted in the 'Content' field, which you need to fill in.

*The following is an example. The content depends on the offer division.
➢ Request for remand of application
➢ ・・・
➢ ・・・

Click on '**Send**' and check confirmation dialog and then click 'OK'.
*Email notification is not only sent to office staff and applicant, but also to the coordinator.

Research organization change / Transfer application

Application for addition/deletion/transfer of co-researchers, application for transfer of principal investigator

Please select the application type from the "**Research organization change/Transfer application**" button in the upper right corner of the "**Edit Application**" screen.

*This button will only be displayed after your application is accepted.

*This function will not be available if it is disabled by the offer division.

Edit Application

Edit Application						

2024 Fiscal year

Research organisation change / Transfer application ▾   Inquiry

Division	Category	Theme	User	User ID	email	
戦	[JROIS2]TEST Project A	TEST Theme A	user_sp	116	user_sp@j	ストユーザ

- Application for additional co-researchers
- Application for deletion of co-researcher
- Application for transfer of co-researcher
- Application for transfer of principal investigator

Application for additional co-researchers

Application for additional co-researchers

*:Required

Division

Office of Strategic Planning

Application ID	Offer Code
24	

Title of Research Project

20241129test

Type	*Desired Application Date for This Application
Application for additional co-researchers	年 /月/日

Please enter the details of the co-researcher you are adding.

1 Name Organization Division Job title Email

Gender Age *Reason for change

2 Name Organization Division Job title Email

Gender Age *Reason for change

3 Name Organization Division Job title Email

Gender Age *Reason for change

4 Name Organization Division Job title Email

Gender Age *Reason for change

5 Name Organization Division Job title Email

Gender Age *Reason for change

6 Name Organization Division Job title Email

A maximum of 10 applications can be submitted at any one time.
If you have more than 10, please submit multiple applications.

Send   If you do not receive a confirmation email within one hour, please check your email address and re-apply. Please also check your spam box to be sure.

Revision history

Version	Date	Description
1.0	2023.2.20	Initial published Document
2.0	2023.8.30	Revised due to system improvement in August 2023 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.
2.1	2023.9.15	Minor revision
3.0	2024.2.13	Revised due to system improvement in February 2024 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.
4.0	2024.9.13	Revised due to system improvement in September 2024. Front cover Change to user operation manual P2 Changed the name of manual and layout of the announcement column, etc. P4 Added button to select a coordinator from the list. P5 Added 'Inquiry (requests for remand / Contact on changes after Accept)' button P8 Added file download function in 'Edit Application'. P9 Due to the deletion of Note "To check the attached files after submitting the application, download the files from the Application List screen." in 'Edit Application'. P10 Added Inquiry Form to office staff P11 Added Inquiry Form to the system administrator
4.1	2024.09.24	P4 Image changes due to deleting Email address and column name changes (Division ⇒ Belong to) on the Coordinator Selection screen.
5.0	2025.01.29	P3 Added note 'The application needs to be made by the Principal Investigator.' P5,11 Corrected the name of the "Inquiry" button P10 Additional explanation of inquiry reception. P12 Delete the description regarding changes after acceptance and Revise the subject example P13 Added new function for Research organization change/Transfer application
5.1	2025.02.26	P13 Deleted mention of nationality.