How to add a collaborative researcher (collaborator/assistant researcher/participant)
NOTE:

If you would like to edit the information of your collaborators, etc., please contact the Joint Research Section with the incorrect and correct information.

On the last page, you will find our contact information.

e.g.
If you are supposed to type "Thomas" but you have typed "Thomaaas" and have registered it.

(Incorrect) Thomaaas  
->(Correct) Thomas
Adding a collaborative researcher (collaborator/assistant researcher/participant)

After logging into NOUS, click the edit button or title of application and go to the application form editing screen.

The account information of the collaborators on NOUS can only be updated during the open call period. If you would like to change your account information after the deadline of the call, please contact the Joint Research Section.
Click on the “4.組織(members)” tab to open the registration page for collaborative researcher.
Click on **add** at the bottom of the screen to increase the number of fields for the Collaborative Researcher.

提案代表者: Proposal Representative
共同利用研究者: Collaborative Researcher
研究補助者: Assistant researcher
Click on the grayed-out area in the “共同利用研究者(Collaborative Researcher)” and/or “研究補助者(Assistant researcher)” information field.
When the "研究者確認(identify researcher)" window pops up, search for the member you want to add in the researcher search field. When you enter a researcher's name, affiliation, or email address, a list of potential researchers registered in the NOUS database will be displayed.

If you see more than three candidates in the list, you will need to refine your search by adding additional condition. If you do not see the corresponding researcher, click (register new person) to register a new researcher.
If you would like to register a new researcher please go to page 9-12.

Click 選択 Select when appropriate researcher is displayed.
Registering a new researcher

If the corresponding researcher is not registered in the NOUS database, please click on (register new person) to register a new researcher by yourself.
Please read the instructions for handling personal information (*) and click Accept.

(*) Full text of the explanation of the handling of personal information

With the consent of the principal investigator, personal information provided in the application form will be provided to parties not affiliated with the National Institutes of Natural Sciences (NINS) to the extent necessary for the review of the application, and will be used by NINS and the relevant research term(s) for the purpose of conducting joint research, management and statistical processing.

In addition, your name, affiliation, and job title may be displayed on the screen when you complete the application form in NOUS. The personal information provided in the application form will not be used for any purpose other than those described above.
Fields marked with a red asterisk (*) (Name, Family Name, First Name, E-mail address, Institute, Department, Job title) are required.

Please fulfill the researchers information.
After fulfilling the blanks, click (register new person) and a new researcher's information on NOUS database will be created.

If the error pop "使用済のメールアドレスです。登録できません" is displayed, please search again from the "研究者確認(identify researcher)", as the researcher is considered to be already registered.
If you still cannot find the researcher's information, please contact the Joint Research Section.
Once you have updated your application, click on **Save App.** in the green bar at the top left of the application form to temporarily save the updated information.

The researcher information will be reflected in the application form.

The process of adding a collaborative researcher is completed.
If you have any questions about NOUS, please do not hesitate to contact us.

Address
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