

How to update a collaborative researcher's information (collaborator/assistant researcher/participant)

BEFORE YOU READ THIS GUIDELINE...

NOTE:

In the following cases, please provide **"before correction (incorrectly entered)"** information and **the "after correction (correct)"** by email to the Joint Research Section. (See last page for contact information)

- When you would like to correct the collaborating researcher's information in case of misregistration when applying.
- If you need to change the account information of a collaborating researcher after the application period (because it can only be updated during the application period of the collaborative research).

	氏名 Full Name	所属機関 Affiliate	部署 Department	職名 Title	役割分担 Responsibilities	来所の有無 Will they come to NIPS?	来所日程(※) Planned* Example: 0night 1day 1time(for one-day trip) etc.
申請者 Representative remove						<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	0 泊 nights 1 日 days 1 回 times
所内対応者 NIPS person in charge remove						<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	
共同利用研究者 Joint researcher remove	Thomaaas						

add row (共同利用研究者
Joint researcher) add row (学部学生
Undergraduate students)

mail to member(s) ※一時保存してからご利用ください。

合計 (Total) 3 名 (Members)

e.g.

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

(Incorrect) Thomaaas
->(Correct) Thomas

Updating a collaborative researcher's information (collaborator/assistant researcher/participant)

If you would like to update your collaborative researcher's affiliation information due to their changing sections, please follow the instructions in this manual.

The screenshot shows the 'My Page' interface of the NOUS system. At the top, there are navigation links: 'Change Password', 'My Profile', 'Contact Us', and 'Single Sign-on Setting'. A 'Timeout Count: 04:00' and a 'Login U' button are also visible. Below the navigation is a 'My Page' header with a password field and a 'reviewer >>' button. The main content area is divided into three sections: '新規申請 / New applications:', '採択済課題 / Approved applications:', and '昨年度採択済課題 / Completed applications last year:'. The 'New Applications' section contains a table with columns for '年度 / Year', '分類 / Classification', '代表者 / Leader', 'タイトル / Title', '役割 / Role', '状態 / Status', and '最終更新日 / Update'. The first row of the table has a red box around the 'タイトル' column, and a red arrow points from this box to a red-bordered callout box on the right. The '採択済課題' and 'Completed applications last year' sections also contain tables with similar columns.

Please log into NOUS. Click on **edit** button or the green text of the “タイトル”(Title) of the appropriate proposal in the list of “新規申請”(New Applications). And then you can see

! The account information of a collaborating researcher can only be updated during the application period. Please see the previous page for details.

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申請者 (Representative) 所内対応者 (NIPS person in charge) 共同利用研究者 (Joint researcher)

	氏名 Full Name	所属機関 Affiliate	部署 Department	職名 Title	役割分担 Responsibilities	来所の有無 Will they come to NIPS?	来所日程(※) 例: 0泊1日1回(日帰り) 等 Planned* Example: Onight 1day 1time(for one-day trip) etc.
申請者 Representative remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	<input type="text" value="0"/> 泊 nights <input type="text" value="1"/> 日 days <input type="text" value="1"/> 回 times
所内対応者 NIPS person in charge remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	<input type="text"/>
共同利用研究者 Joint researcher remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	<input type="text"/>

add row (共同利用研究者 Joint researcher) add row (学部学生 Undergraduate students)

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合計 (Total) 3 名 (Members)

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

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申請者(Representative)の登録情報を入力してください。申請者(Representative)の登録情報は、申請書の提出時に必要となります。申請者(Representative)の登録情報は、申請書の提出時に必要となります。申請者(Representative)の登録情報は、申請書の提出時に必要となります。

	氏名 Full Name	所属機関 Affiliate	部署 Department	職名 Title	役割分担 Responsibilities	来所の有無 Will they come to NIPS?	来所日程(※) 例: 0泊1日1回(日帰り) 等 Planned* Example: Onight 1day 1time(for one-day trip) etc.
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共同利用研究者 Joint researcher remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	+

add row (共同利用研究者
Joint researcher) add row (学部学生
Undergraduate students)

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Click on the "4.組織(members)" tab to open the registration page for collaborative researcher and 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.

申請者: Applicant/ Proposal Representative
共同利用研究者: Collaborative Researcher
研究補助者: Assistant researcher

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研究者確認 (identify researcher)

研究者を識別する文字等を入力してください。 / Please enter some string or number to identify a researcher.

研究者を選択してください。 / Please ascertain the researcher with the affiliation.

clear	氏名 Name in Japanese	姓 Family Name	名 First Name	所属機関 Institute	部署 Department	職 Job Title
選択 select						
所属を追加する add affiliation						

新しい研究者を登録する
register new person

キャンセル
cancel

合計 (Total) 3 名 (Members)

組織表ダウンロード

Download the table of members
*If you would like to send an email to research members, you need to press "mail to member(s)" and "Download the table of members" buttons after this form has been saved.

Click on **所属を追加する** (add affiliation) in the "研究者確認 (identify researcher)" window.

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申請書に記載された個人情報、申請を行う研究代表者の同意のもと、公算の事業に必要な範囲で自然科学研究機構に所属しない者に提供されるとともに、自然科学研究機構、および申請のあった当該研究機関における共同利用・共同研究の遂行ならびにその管理および統計処理に使用されます。

また、個人名、所属、職名については、nousにおける申請書作成時に画面に表示される場合があります。以上の目的以外に申請書に記載された個人情報を使用されることはありません。

研究者(等)の情報を登録・変更するには、上記規定に同意いただく必要があります。同意はAcceptを押してください。(同意できない場合はCancelに戻ってください。)

氏名 Full Name

申請者 Representative remove

所内対応者 NIPS person in charge remove

共同利用研究者 Joint researcher remove

add row (共同利用研究者) add Undergr. (Undergraduate)

mail to member(s) ※一時保存して

合計 (Total) 3 名 (Members)

組織表ダウンロード

Download the table of members
*If you would like to send an email to research members, you need to press "mail to member(s)" and "Download the table of members" buttons after this form has been saved.

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.

Please fulfill the researchers information.

氏名 Name in Japanese	*
Family Name (english)	*
First Name (english)	*
E-mail address	*
Institute	*
Department	*
Job Title	*
Telephone	
FAX number	
Researcher Number MEXT/JSPS KAKENHI Researcher Number	
ORCID ID (input 16 digits with hyphens '-', e.g. '0123-4567-8901- 2345')	

!
Fields marked with a red asterisk (*) (Name, Family Name, First Name, E-mail address, Institute, Department, Job title) are required.

!
If you see the error message "The email address is already registered", please go back to the Researcher Search screen and select an existing account.

If you need to change an item that cannot be edited (name, family name, etc.), please let the section in charge know. See the inquiry below.

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研究者登録 (Researchers Registration)

氏名 (Name in Japanese) (入力必須項目)

氏名 (Full Name)	氏名 (Full Name)
申請者 (Representative)	メールアドレス (Email address)
所内対応者 (NIPS person in charge)	メールアドレス2 (Email address2)
共同利用研究者 (Joint researcher)	所属機関 (Institute)
	部署 (Department)
	職 (Job Title)
	電話番号 (Tel)
	FAX番号 (Fax)
	研究者登録番号 (Researcher Number)
	ORCID ID (Input 18 digits with hyphens: e.g. 0123-4567-8901-2345)

0泊1日1回(日帰り) 等
Example: 0night 1day 1time(for one-day trip) etc.

ights 1 日 days 1 回 times

add row (共同利用研究者) add (Undergr...)

mail to member(s) ※一時保存してか

新しい研究者を登録する (register new person) 所属を追加する (add affiliation) キャンセル (cancel)

合計 (Total) 3 名 (Members)

組織表ダウンロード

Download the table of members
*If you would like to send an email to research members, you need to press "mail to member(s)" and "Download the table of members" buttons after this form has been saved.

After fulfilling the blanks, click
所属を追加する (add affiliation).

My Page Download PDF **Save App.** Submit App. Simple View Timeout Count: 04:00 Login Us

	氏名 Full Name	所属機関 Affiliate	部署 Department	職名 Title	役割分担 Responsibilities	来所の有無 Will they come to NIPS?	来所日程(※) Planned* Example: Onight 1day 1time
申請者 Representative remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	- 0 泊 nights 1 日 days 1 回 times +
所内対応者 NIPS person in charge remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	+
共同利用研究者 Joint researcher remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	+

add row (共同利用研究者
Joint researcher) add row (学部学生
Undergraduate students)

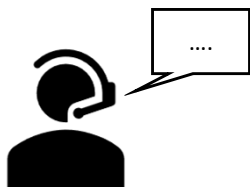
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合計 (Total) 3 名 (Members)

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 process of updating a collaborative researcher's information is completed.



Inquiry



If you have any questions about NOUS, please do not hesitate to contact to us.

Address

**Joint Research Section, International Relations and Research Cooperation Division,
Okazaki Administration Center , National Institutes of National Sciences(NINS)
38 Nishigonaka Myodaiji, Okazaki, Aichi, 444-8585**

 **TEL 0564-55-7133**
 **MAIL r7133@orion.ac.jp**