

# JROIS2 User manual (simplified version)

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This manual is a simplified version manual.

# Login

1. Access to : <https://jrois2.isee.nagoya-u.ac.jp>

Click either Japanese or English to set display language.



The screenshot shows the JROIS2 homepage. At the top right, there is a language selection menu with 'JA' selected. Below the header, there is a large image of a satellite and a globe. Below the image, there are two buttons: '日本語' (Japanese) and 'English'. A blue box labeled 'Select language to display' points to both buttons. Below the buttons, there is a privacy policy notice in both Japanese and English. A red box labeled 'Manual' points to a link that says 'Click here to see manual(English) \*1'.

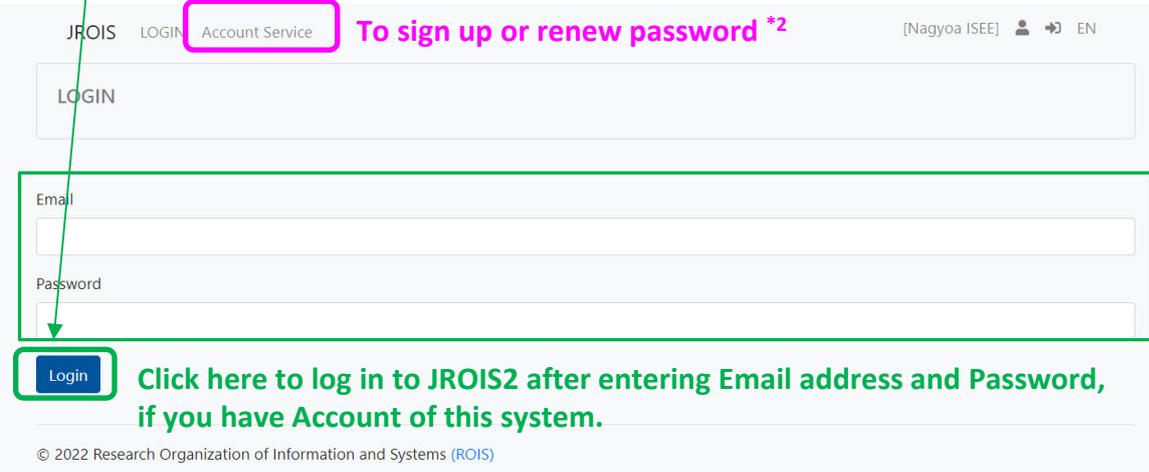
## 2. Log in to JROIS2

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 long.
3. Then, click URL on the email you will receive.
4. After logging in for the first time, you will be redirected to 'Edit User' screen, so please register.



The screenshot shows the JROIS2 login page. At the top, there is a navigation bar with 'JROIS', 'LOGIN', and 'Account Service' buttons. A pink box highlights the 'Account Service' button with the text 'To sign up or renew password \*2'. Below the navigation bar, there is a 'LOGIN' button. Below the 'LOGIN' button, there are two input fields: 'Email' and 'Password'. 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.' At the bottom, there is a copyright notice: '© 2022 Research Organization of Information and Systems (ROIS)'.

# Apply

## 1. Choose an open call

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

JROIS Account Service Offer List Application List Edit User [Nagyoa ISEE] user\_isee EN

Offer List

2023年度

Please confirm application guide from link on division's log

Div.	Open offering (JST)	Close offering (JST)	Offer	Type	Theme	Review
ISEE	2023-08-01 00:00	2023-08-31 00:00	Apply	00) ISEE Symposium		DSA
ISEE	2022-12-01 00:00	2023-01-15 00:00	Apply	01) Joint Research Program (International)		DSA
ISEE	2022-12-01 00:00	2023-01-15 00:00	Apply	02) ISEE International Joint Research Program	The applicant must be a researcher with doctoral degree, and an employee or professor emeritus at an international university or research institute.	DSA

## 2. Enter information

Enter the required information only in the red frame.

Please enter one of the most relevant technical committees from the following:

- ① Integrated Studies
- ② Heliospheric and Cosmic-Ray Research
- ③ Ionospheric and Magnetospheric Research
- ④ Meteorological, Atmospheric and Land-Ocean Ecosystem Research
- ⑤ Chronological Research
- ⑥ Airplane Usage

JROIS Account Service Offer List Application List Edit User [Nagyoa ISEE] user\_isee EN

Edit Application

Division	Class	Theme	User	email	Organization	Division	Job
ISEE	01) Joint Research Program (International)		user_isee	user_isee@jrois2.isee.nagoya-u.ac.jp	ISEE	研究科係長	テストユーザ

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 Number	Start year	End year
1	0	0	New		YYYY	YYYY

Form. Choose file and save or submit from:

I discussed the research plan and budget with the corresponding ISEE staff.  
 I confirmed that the application form is attached.

FOR MEXT Report (at the end of research)

Total inside div.	Female inside div.	U35 inside div.	U40 inside div.	Student inside div.	Foreigner inside div.
0	0	0	0	0	0
Total outside	Female outside	U35 outside	U40 outside	Student outside	Foreigner outside
0	0	0	0	0	0

Rep. Choose file and save or submit from:

申請履歴詳細

Accepted at	Status	Offer Code	Rating	Allocated travel expenses (Yen)	Allocated expenses (Yen)
2022-10-31 19:36:50	Tentative			0	0

Offer ID  Review key

Last Update  Koubo Number  memo

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save temporarily

Click  to save input data temporarily before you submit.

## 3. Submit

1. Upload the application form in a Zip file to click "Browse".
2. Check  "I discussed the research plan and budget with the corresponding ISEE staff."  
 "I confirmed that the application form is attached."

\* After checking, the color of the button changes.



3. Click  to submit

Your application has been complete when you receive an email that your application is accepted.

## 4. Confirm the status of your application “Submit”

The screenshot shows the JROIS interface with the following elements:

- Navigation menu: JROIS, Account Service, Offer List, **Application List** (circled in pink), Edit User.
- User information: [Nagyoa ISEE] user\_isee, EN, and a Logout button.
- Application List Table:

Year	Division	Edit	Class	Theme	Title (Required)	User	Status	Offer Code.	App. form.	Rep. from.
2023	ISEE	20059	00)	ISEE Symposium		user_isee	Tentative			
2023	ISEE	20058	00)	ISEE Symposium		user_isee	Tentative			
2023	ISEE	20057	00)	ISEE Symposium		user_isee	Submit			

**application number**

You can see the subject that you have submitted in **Application List**. Please be sure to confirm the status of your application is “**Submit**”. If the status is “**Saved**”, your application has not been complete.

You can confirm and edit your application that you save temporarily. Please click your “**application number**” to edit the data.

If your application form is incomplete, the staff in charge will push it back and contact you. Please apply again by logging in to JORIS2.

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.

**Contact us : [staff\\_rois@jrois2.isee.nagoya-u.ac.jp](mailto:staff_rois@jrois2.isee.nagoya-u.ac.jp)**