

**Manual for
RIEC Nation-wide
Cooperative Research Projects System
Tohoku University
(for use by Principal Investigators/
Research Collaborators of RIEC)**

Research Institute of Electrical Communication (RIEC)
Tohoku University

Track record of updates

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1 What is the “RIEC Nation-wide Cooperative Research Projects System”?

1.1 “RIEC Nation-wide Cooperative Research Projects System”

The system is intended for efficient online management of duties associated with “applications for cooperative research projects” operated at Tohoku University’s Research Institute of Electrical Communication (RIEC).

The Manual describes how to operate the system when a Principal Investigator (PI, applicant) and a research collaborator of RIEC use it.

1.2 Operation-guaranteeing system environment

It has been confirmed that the system operates in the following system environments. In principle, the system does not depend on any OS and can be used with the following browsers.

But operations in an old environment cannot be guaranteed. When the system does not operate, please use it in a new environment.

Browsers available with the system (as of December 2016)	
• Internet Explorer 11	• Google Chrome (ver. 55)
• Firefox (ver. 50)	• Safari (ver. 10.0)

2 Introduction (notes on use, etc.)

2.1 Login ID/password

A person who will use the system for the first time as a PI is required to complete user registration in advance to obtain a login ID and a password (user registration may take a few days).

As described in the “Application Guidelines for RIEC Nation-wide Cooperative Research Projects,” the PI is required to consult a selected research collaborator (RIEC teacher involved in a relevant project) about a research theme/plan, etc. in advance before filing an application. Please make sure to contact your research collaborator before user registration. But user registration is not required for joint researchers sharing the project to be applied for.

[User registration]

http://www.riec.tohoku.ac.jp/ja/nation_wide/koubo/crp-30/

Please inform “9.1 Contact” when you have forgotten your ID/PW.

* Reminder *

Personal information associated with user registration will be used solely for the purpose of operating RIEC cooperative research projects and will never be used otherwise.

3 Fundamental means of use

3.1 Functions usable in the system (PI)

Principal Investigator

Functions that the PI can use are as follows.

- (1) Prepare an application (for both new & continued themes)
Apply for a cooperative research project.
- (2) Ask for confirmation of application contents
Before submitting an application, you may ask your research collaborator of RIEC to confirm its contents.
- (3) Correct application contents
You may correct data in an application.
You can edit application data still being prepared or edit contents of a submitted application for which the system administrator has requested correction (meaning your application has been returned).
- (4) Output application contents
You may output application data as a PDF file.
It is possible to download attached reference materials at the same time.
This function is used when confirming data put into an application.
- (5) Submit an application
You may submit an application after its approval by your research collaborator through the above confirmation process (2).
When you desire to correct an application after its submission, please inform "9.1 Contact."
- (6) Prepare a report
Draw up a report and upload it.
- (7) Ask for confirmation of report contents
Before submitting a report, you may ask your research collaborator to confirm its contents.
- (8) Correct report contents
You may correct data in your report.
You can replace a report for which your research collaborator or the system administrator has requested correction (meaning your application has been returned) with a revised one.
- (9) Submit a report
When your research is adopted for a grant, you are supposed to submit a report as the outcome of your research at the end of the fiscal year.
You may submit a report after its approval by your research collaborator through the above confirmation process (7).
When you desire to correct a report after its submission, please inform "9.1 Contact."

(10) Can confirm status of application/grant/report

You can confirm the status of your application (Being edited/Pending confirmation/ Request for correction/ Application possible/Application completed/Returned/ Application accepted).

You can also confirm an allocated sum when awarded a grant after screening of a theme applied for.

Furthermore, you can confirm the status of your report (Being accepted/ Pending confirmation/Request for correction/Submission possible/Submitted already/ Returned/ Submission accepted).

3.2 Functions usable in the system (Research collaborator)

Research collaborator

Functions that the research collaborator can use are as follows.

(1) Output application contents

You may output application data as a PDF file. It is possible to download attached reference materials at the same time. This function is used when confirming data put into an application.

(2) Ask for correction of application contents

You may ask for correction of data in an application whose confirmation has been sought by the PI.

(The research collaborator is supposed to inform the PI directly, not via the system, of details of correction.)

(3) Approve application contents

When no correction is needed in the application whose confirmation has been sought by the PI and when you approve its contents, you may ask the PI to submit the application.

(4) Confirm a report

You can confirm a report uploaded by the PI and output it.

(5) Ask for correction of report contents

You may ask for correction of a report whose confirmation has been sought by the PI. (The research collaborator is supposed to inform the PI directly, not via the system, of details of correction.)

(6) Approve a report

When no correction is needed in the report whose confirmation has been sought by the PI and when you approve its contents, you may ask the PI to submit the report.

(7) Can confirm status of application/grant/report

You can confirm the status of the application (Being edited/Pending confirming/ Request for correction/Application possible/Application completed/Returned/ Application accepted).

You can also confirm an allocated sum when awarded a grant after screening of a theme applied for.

Furthermore, you can confirm the status of the report (Being accepted/ Pending confirmation/Request for correction/Submission possible/Submitted already/ Returned/ Submission accepted).

Procedures not going through the system

Please inform "9.1 Contact" as to the procedures below:

- Travel-related procedures (application for business trip, travel plan, report on travel, etc.)
- Researcher-inviting procedures (submission of application for researcher invitation)
- Procedures for addition of a joint researcher (application for addition & submission of latest version of research team (in Excel file))
- Procedures related to equipment & consumables expenses (submission of purchase application, etc.)
- Various change procedures (submission of changes in university/institute, job title, etc. of PI/research collaborator)

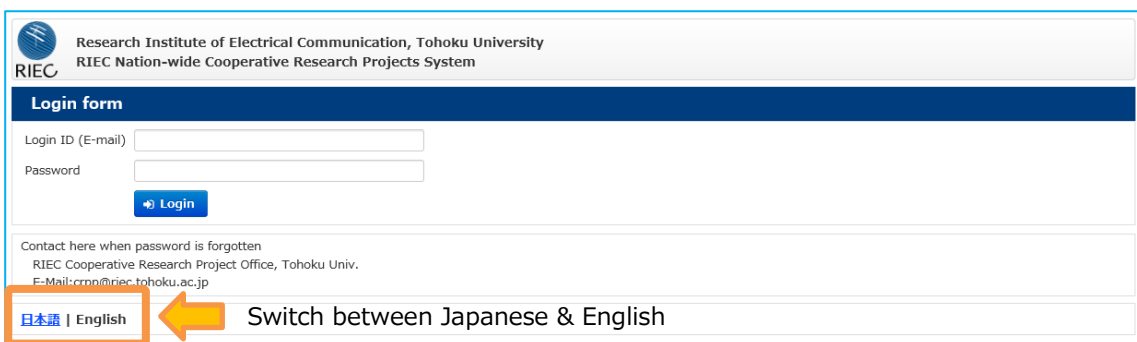
3.3 Log in



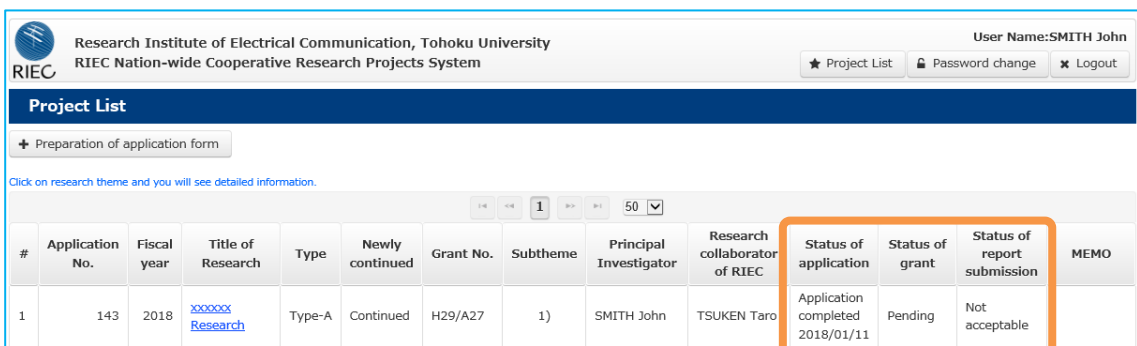
Access URL below from a browser.

<https://fsa.fir.riec.tohoku.ac.jp/crp>

Input ID/PW, acquired through the "2.1 Login ID/password" process, on the login screen.

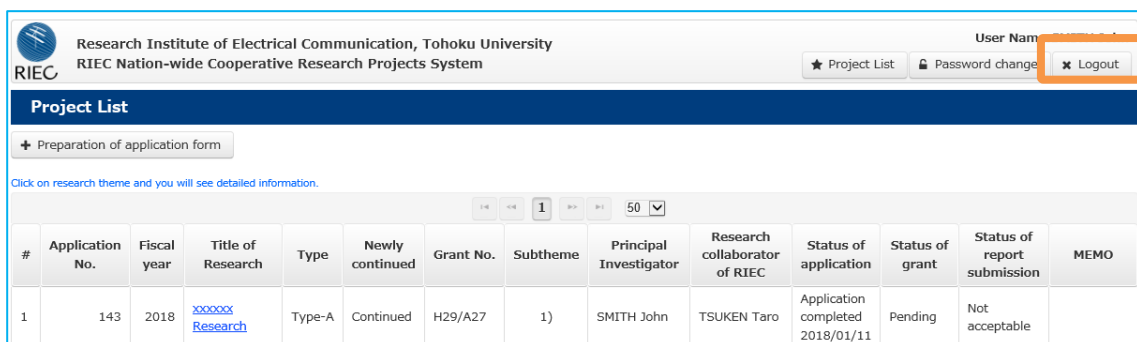


After logging in, you will see a list of applications (Project List) and can confirm the preparation of an application, the status of your application, etc.



3.4 Log out

Select "Logout" on the Project List screen.



The screenshot shows the Project List screen with the following elements:

- Header: Research Institute of Electrical Communication, Tohoku University, RIEC Nation-wide Cooperative Research Projects System. User Name: [redacted].
- Navigation: Project List, Password change, Logout (highlighted with an orange box).
- Section: Project List
- Buttons: + Preparation of application form
- Text: Click on research theme and you will see detailed information.
- Table: Project List table with columns: #, Application No., Fiscal year, Title of Research, Type, Newly continued, Grant No., Subtheme, Principal Investigator, Research collaborator of RIEC, Status of application, Status of grant, Status of report submission, MEMO.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application completed 2018/01/11	Pending	Not acceptable	

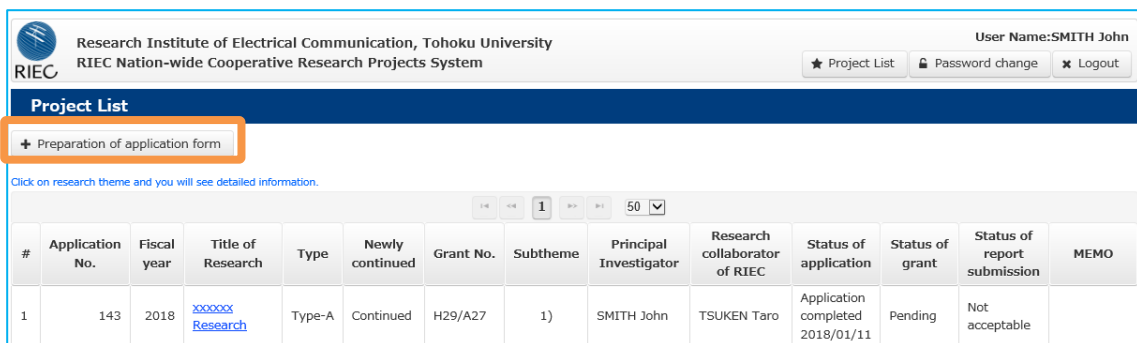
4 File application

Each PI is requested to confirm the "Application Guidelines for RIEC Nation-wide Cooperative Research Projects" and consult his/her research collaborator of RIEC before filing an application.

4.1 Prepare application

Principal investigator

Click the "Preparation of application form" button on the upper left of the Project List screen.



The screenshot shows the Project List screen with the following elements:

- Header: Research Institute of Electrical Communication, Tohoku University, RIEC Nation-wide Cooperative Research Projects System. User Name: SMITH John.
- Navigation: Project List, Password change, Logout.
- Section: Project List
- Buttons: + Preparation of application form (highlighted with an orange box)
- Text: Click on research theme and you will see detailed information.
- Table: Project List table with columns: #, Application No., Fiscal year, Title of Research, Type, Newly continued, Grant No., Subtheme, Principal Investigator, Research collaborator of RIEC, Status of application, Status of grant, Status of report submission, MEMO.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application completed 2018/01/11	Pending	Not acceptable	

You will then move to the editing screen. Please input application contents.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: SMITH John
★ Project List Password change Logout

Application information

* Must not be empty

Principal Investigator(PI)

University/Institution	System University
University/Institution (for confirmation)	System University
Dept./Laboratory	Information Research
Dept./Laboratory (for confirmation)	Information Research
Present Position/title	Professor
Present Position/title (for confirmation)	Professor
Name	SMITH John
Name (for confirmation)	SMITH John
Age	Automatically displayed on input confirmation page
Zip Code *	9808577 Input in numerals only (e.g. 9808577)
Business Address *	2-1-1 Katahira, Aoba-ku, Sendai 980-8577, JAPAN

Cancel edit **Confirm entry** Save application temporarily

★ Key points

- “Items” with the * mark must not be left empty. Never fail to input information into them or select them.
- You can save entries halfway through input. Click the “Save application temporarily” button to save. Input is compulsory for some items. Complete input before saving.
- If you click the “Confirm entry” button, you will switch to a screen for asking your research collaborator for confirmation.
Be reminded that you cannot correct contents after submitting your application.
- There are some items for uploading various formats of files such as written approval. Please refer to the “Application Guidelines for RIEC Nation-wide Cooperative Research Projects” for related formats.

When input errors occur, messages like those below are shown.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: SMITH John
★ Project List Password change Logout

Application information

✖ Zip Code: must not be empty
Business Address: must not be empty
TEL: must not be empty
Subtheme: must not be empty
Category: must not be empty
Title of Research: must not be empty
Title of Research: must not be empty
Research collaborator of RIEC: must not be empty
Trip expenses: must not be empty
New/Continued: must not be empty

- Manual for RIEC Nation-wide Cooperative Research Projects System,
Tohoku University (for Principal Investigators/Research Collaborators of RIEC) -

Research execution plan	
Fiscal year of implementation	2018
Subtheme *	<input type="radio"/> 1) Advanced Nano-Information Devices Utilizing Physical Phenomena <input type="radio"/> 2) Next Generation Systems for Ultra-Broadband Communication <input type="radio"/> 3) Creation of Information Systems Harmonizing People and Environments <input type="radio"/> 4) Advanced System and Software for Information Society <input checked="" type="checkbox"/> must not be empty
Category *	<input type="radio"/> Type-A: Research Projects <input type="radio"/> Type-B: Research Projects Seminar <input checked="" type="checkbox"/> must not be empty
Type category *	<input type="checkbox"/> EXP : Exploratory Research Project <input type="checkbox"/> ADV : Advanced Research Project <input type="checkbox"/> YNG : Young Researcher's Project <input type="checkbox"/> LRG : Large Research Project <input type="checkbox"/> TTL : International Cooperative Research Project <input type="checkbox"/> Other (<input type="text"/>) <small>Multiple choices possible. When "others" was chosen, specify it in right column.</small>
Title of Research *	<input type="text"/> <input checked="" type="checkbox"/> must not be empty
Title of Research *	<input type="text"/> <input checked="" type="checkbox"/> must not be empty
Research Period	Since grant awarded 2019/03/15

When there are errors in input entries, messages are displayed at the time of confirmation or temporary saving. Please correct input data according to the error messages displayed.

When saving temporarily (click "Save application temporarily")

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: SMITH John

Project List

i Successfully registered

Click on research theme and you will see detailed information.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	xxxxxx Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Tar	Being edited 2018/01/10	Pending	Not acceptable	

You will return to the Project List screen and find a message. The data is updated to "Being edited".

When asking research collaborator for confirmation (click "Confirm entry")

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: SMITH John
★ Project List Password change ✖ Logout

Application information

Registration not completed yet

Principal Investigator(PI)	
University/Institution	System University
University/Institution (for confirmation)	System University
Dept./Laboratory	Information Research
Dept./Laboratory (for confirmation)	Information Research
Present Position/title	Professor
Present Position/title (for confirmation)	Professor
Name	SMITH John
Name (for confirmation)	SMITH John
Age	(31) years old (as of 2018/04/01)

Request research collaborator of RIEC to confirm of application contents.

Correct entry Request confirmation of application contents

You will move to a confirmation screen. Confirm your entries and check "Request research collaborator of RIEC to confirm of application contents" in the lower part of the screen and click the "Request confirmation of application contents" button.

★ Key points

- You cannot click on the "Request confirmation of application contents" button before putting a check.
- Upon clicking "Request confirmation of application contents," the system automatically sends an e-mail to your research collaborator as well as to yourself (PI).
- In order to correct application data after clicking, you can do so after your research collaborator clicks the "Request for correction" button.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: SMITH John
★ Project List Password change ✖ Logout

Project List

Successfully registered

+ Preparation of application form

Click on research theme and you will see detailed information.

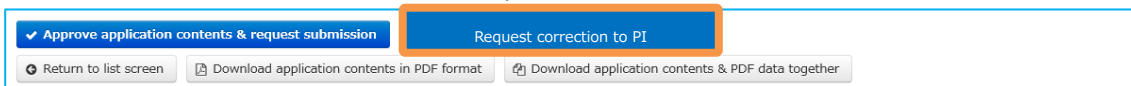
#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Pending confirmation 2018/01/10	Pending	Not acceptable	

You will return to the Project List screen and find a message. The status of your application is updated to "Pending confirmation".

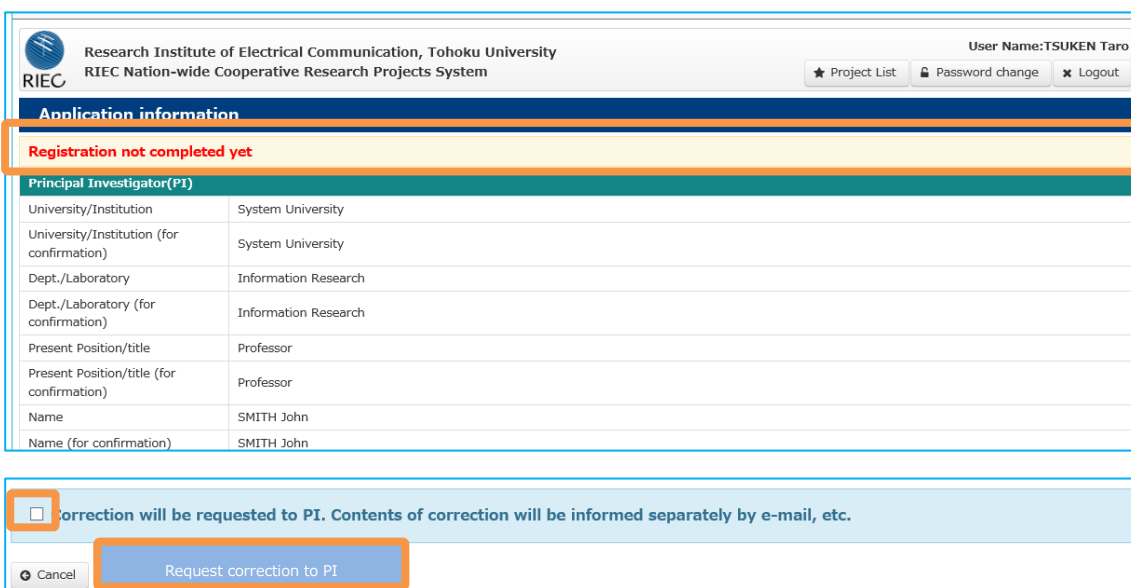
Research collaborator

4.2 When research collaborator doesn't approve application information.

On the reference screen, click the "Request correction to PI" button.



You will move to the confirmation screen.



Confirm entries and, if there is anything to correct, check "Correction will be requested to PI. Contents of correction will be informed separately by e-mail, etc." in the lower part of the screen and click the "Request correction to PI" button.

★ Key points

- You cannot click on the "Request correction to PI" button before putting a check.
- Upon clicking "Request correction to PI," the system automatically sends an e-mail to the research collaborator as well as to the PI himself/herself. As matters to be corrected regarding application information are not shown in the e-mail from the system, the research collaborator is requested to inform the PI directly by e-mail, etc.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: TSUKEN Taro

★ Project List Password change Logout

Project List

Successfully registered

+ Preparation of application form

Click on research theme and you will see detailed information.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Request for correction 2018/01/11	ending	Not acceptable	

You will return to the Project List screen and find a message. The status of your application is updated to “Request for correction”.

4.3 When research collaborator approves application information.

Research collaborator

On the reference screen, click the “Approve application contents & request submission” button.

Approve application contents & request submission Request correction to PI

Return to list screen Download application contents in PDF format Download application contents & PDF data together

You will move to the confirmation screen.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: TSUKEN Taro

★ Project List Password change Logout

Application information

Registration not completed yet

Principal Investigator(PI)

University/Institution	System University
University/Institution (for confirmation)	System University
Dept./Laboratory	Information Research
Dept./Laboratory (for confirmation)	Information Research
Present Position/title	Professor
Present Position/title (for confirmation)	Professor
Name	SMITH John
Name (for confirmation)	SMITH John

<Matters to be confirmed by research collaborator of RIEC>
 · I confirm that I will take part in this project as a research collaborator of RIEC.
 · As stated in the guidelines, I and applicant (PI) are talking about research subject, visiting period, research expenses etc, I understand the contents of the application.
 · In case a research scheme of this application includes a researcher or researchers of foreign nationality, etc., I will go through necessary procedures specified in Tohoku University's Internal Security Export Control Rules.

I (Research collaborator of RIEC) confirmed this application. I confirmed the above matters and there is no amendment in the application documents.

Cancel Approve application contents & request submission

Confirm entries and, when there is nothing to correct, confirm/approve the 3 items under <Matters to be confirmed by research collaborator of ERIC> in the lower part of the screen. Then check “I (Research Collaborator of RIEC) confirmed this application. I confirmed the above matters and there is no amendment in the application documents.” Finally, click on “Approve application contents & request submission” that appears upon checking.

★ **Key points**

- You cannot click on the “Approve application contents & request submission” button before putting a check.
- Upon clicking “Approve application contents & request submission,” the system automatically sends an e-mail to the research collaborator as well as to the PI himself/ herself.

The screenshot shows the RIEC Project List interface. At the top, it displays the RIEC logo and name, and the user name 'TSUKEN Taro'. A navigation bar includes 'Project List', 'Password change', and 'Logout'. A blue banner at the top of the main content area says 'Successfully registered'. Below this is a button for 'Preparation of application form' and a link to 'Click on research theme and you will see detailed information.'. A table lists application details with the following columns: #, Application No., Fiscal year, Title of Research, Type, Newly continued, Grant No., Subtheme, Principal Investigator, Research collaborator of RIEC, Status of application, Status of grant, Status of report submission, and MEMO. The first row shows application 143 from 2018, titled 'xxxxxx Research', with Principal Investigator SMITH John and Research Collaborator TSUKEN Taro. The 'Status of application' is 'Application possible 2018/01/11', which is highlighted with an orange box.

You will return to the Project List screen and find a message. The application data are updated to “Application possible”.

4.4 PI submits application (click “Confirm entry”)

Principal investigator

You will move to the reference screen. You can click the “Check contents to be submitted” button when the status of application is “Application possible”.

The screenshot shows a reference screen with a blue button labeled 'Check contents to be submitted'. Below the button are three links: 'Return to list screen', 'Download application contents in PDF format', and 'Download application contents & PDF data together'.

The screenshot shows the 'Application information' screen. At the top, it displays the RIEC logo and name, and the user name 'SMITH John'. A navigation bar includes 'Project List', 'Password change', and 'Logout'. A red banner at the top of the main content area says 'Registration not completed yet'. Below this is a table for 'Principal Investigator(PI)' with the following details: University/Institution: System University; Dept./Laboratory: Information Research; Present Position/title: Professor; Name: SMITH John. Below the table is a blue banner that says 'Will submit application.' with a checkbox. At the bottom are two buttons: 'Cancel' and 'Submit application'.

You will move to the confirmation screen. Confirm entries and check “Will submit application.” Then click the “Submit application” button.

★ **Key points**

- “Check contents to be submitted” is not displayed when “Status of application” is not in the

“Application possible” state.

- Upon clicking “Will submit application,” the system automatically sends an e-mail to the system administrator and your research collaborator as well as to yourself (PI).
- Please be reminded that once you submit an application, you cannot correct its contents unless you have special reasons such as incompleteness of contents. If you desire correction, please inform the system administrator via e-mail.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application completed 2018/01/11	Pending	Not acceptable	

When an application is submitted, you will move to the Project List screen. On this screen, the status of application is given as “Application completed”.

4.5 PI corrects application contents (when “Status of application” is <Being edited>, <Request for correction>, <Returned>)

Principal investigator

You can correct application contents when the status of application is <Being edited>, <Request for correction> or <Returned>.

When the status of application is <Returned>, please correct application contents according to a correction request informed separately as your application has been returned due to incompleteness in application data as confirmed by the system administrator. You need to obtain confirmation by your research collaborator again in line with the “4.1” process in order to submit your application.

When correcting application contents, click the title of research which you desire to correct and move to the reference screen.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Returned 2018/01/11	Pending	Not acceptable	

On the reference screen, the following operations can be conducted.

Resume editing

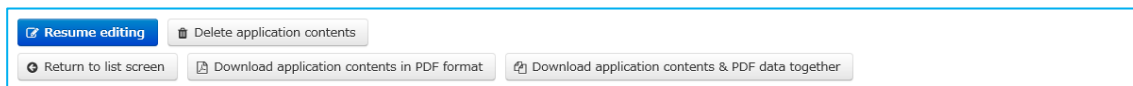
You can correct application contents by moving to the editing screen.

* The editing screen is the same as the screen when a new application is filed.

Delete application contents

You can delete application contents.

* Be reminded that deleted data cannot be restored.



★ Key points

- Depending on the status of application, a given operation cannot be conducted when its relevant button is not displayed on the above screen.
(Refer to “8.1 Status of application data” for detail.)

5 Output application data

You can output the contents of a submitted application as a PDF file.

5.1 Download application data

Principal investigator

Research collaborator

On the Project List screen, click the title of research which you desire to download as an application form and move to the reference screen.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	201	xxxxxx Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application completed 2018/01/11	Pending	Not acceptable	

On the reference screen, click the “Download application” button.

Return to list screen	Download application contents in PDF format	Download application contents & PDF data together
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Download application in PDF format

You can download your application on the basis of information registered in the system. To be downloaded is one A4-size document as a PDF file in principle.

[Example of research application downloaded as PDF file]

FY2018 RIEC Nation-wide Cooperative Research Projects Application

2018/2/1

[Applicant (Principal Investigator)]

University/Institution: System University
University/Institution (English): System University
Dept./Laboratory: Information Research
Dept./Laboratory (English): Information Research
Present Position/title Professor
Name: SMITH John
Name (English): SMITH John
Age: (30) years old (as of 2018/04/01)
Business Address: Zip Code:9808577
Business Address:2-1-1 Katahira, Aoba-ku, Sendai 980-8577, JAPAN
TEL: 81229871234 FAX: 81229871234
E-mail: abc@xxxx.ac.com

[Application Form]

- 1.Subtheme: 1) Advanced Nano-Information Devices Utilizing Physical Phenomena
- 2.Category: Type-A: Research Projects
- 3.Type: EXP : Exploratory Research Project
YNG : Young Researcher's Project
ITL : International Cooperative Research Project
- 4.Title of Research: (Title of Research) xxxxx Research
(Title of Research (English)) xxxxx Research
5. Research Period: From grant awarded to 2019/03/15
- 6.Research Organization: Research Organization (Refer to Settlement of Items 1)
Principal Investigator: System University Information Research , SMITH John
Research collaborator of RIEC: RIEC ,TSUKEN Shiroh (Professor)
7. Details of the expense: Trip expenses: 500,000 Yen (Refer to Settlement of Items1)
Consumables expenses: 200,000 Yen (Refer to Settlement of Items2)
8. New/Continued: Continued (Grant No. H29/A26)
9. Research plan: As described in attached research plan
10. Approval by head of researcher's organization: as in written approval attached

Download application contents & PDF materials in one go

You can download in a single file the above research application PDF and reference materials attached to your research execution plan as PDF data (research organization & trip expenses, equipment & consumables expenses, written approval of university/institute head, etc.).

6 Post-application process

6.1 Process after submission of application

- (1) The research theme for which an application has been submitted is confirmed by the system administrator as to application contents. If such contents are found incomplete, the system sends a "Return" notice, enabling the applicant to edit application data. After receiving a request for correction from the system administrator, please edit application contents in line with the process of "4.5 PI corrects application contents (when "Status of application" is <Being edited>, <Request for correction>, <Returned>)."
- (2) When there is no incompleteness in application contents after the confirmation by the system administrator, the status of application becomes "Application accepted" and the system sends e-mails to the relevant research collaborator as well as to the IP.
- (3) The accepted application theme is screened, and it becomes possible to confirm information on "Grant awarded" or "No grant" in the system. The outcome of screening is notified to the PI by postal mail and to the research collaborator by e-mail.
- (4) The application that has been listed as "Grant awarded" is accorded a budget allocation later. In the system, the status of application becomes "Grant (budget allocated already)," making it possible to confirm the sum. The amount of budget allocation is notified to the PI by postal mail and to the research collaborator by e-mail.
- (5) Please inform "9.1 Contact" when changes have taken place (such as those related to the PI's university/institute, contact, addition of a joint researcher, etc.) in your research organization ([Attachment 1] Research organization & trip expenses) after submission of an application.

7 Submit report

Please submit a report at the end of the fiscal year on the contents of a cooperative research project. The PI will be informed later by the system administrator regarding the format of a report and a term for submission.

7.1 Prepare report

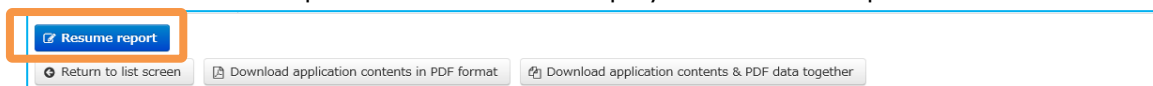
Principal investigator

It becomes possible to submit a report on the Project List screen when <Being accepted> is displayed under "Status of report submission." Click the title of research which you desire to submit and you will move to the reference screen.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	xxxxxx Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application accepted 2018/01/11	Grant (budget allotted already) 2018/01/11	Being accepted 2018/01/11	

You can submit a report only when “Status of report submission” is <Being accepted> or <Returned>. (“Being accepted” shows submission possible and “Returned” requires resubmission after filing a report.)

Click the <Resume report> button that is displayed in the lower part of the reference screen.



You will find the editing screen ready for uploading on the “Report Information” screen. Upload a Word file prepared according to a given format and then click <Confirm entry>.

When requesting research collaborator to confirm report contents (click “Confirm entry”).

You will move to the confirmation screen.

Registration not completed yet

Request research collaborator of RIEC to confirm of uploaded report.

Principal Investigator(PI)	
University/Institution	System University
University/Institution (for confirmation)	System University
Dept./Laboratory	Information Research
Dept./Laboratory (for confirmation)	Information Research
Present Position/title	Professor
Present Position/title (for confirmation)	Professor
Name	SMITH John

After confirming entries, check <Request research collaborator of RIEC to confirm uploaded report.> at the lower part of the screen and click the <Request for confirmation of report> button.

★ **Key points**

- You cannot click on the “Request for confirmation of report” button before putting a check.
- Upon clicking on the “Request for confirmation of report” button, the system automatically sends an e-mail to your research collaborator as well as to yourself (PI).
- When desiring to correct your report after clicking, you can do so after the research collaborator clicks the “Request for correction” button.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: SMITH John

★ Project List Password change Logout

Project List

Successfully registered

+ Preparation of application form

Click on research theme and you will see detailed information.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application accepted 2018/01/11	Grant (budget allotted already) 2018/01/11	Pending confirmation 2018/01/11	

You will return to the Project List screen and find a message. The status of report submission is updated to <Pending confirmation>.

7.2 When research collaborator doesn't approve report contents

Research collaborator

On the Project List screen, click the title of research which you desire to confirm, and move to the reference screen.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: TSUKEN Taro

★ Project List Password change Logout

Project List

+ Preparation of application form

Click on research theme and you will see detailed information.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	201	XXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application accepted 2018/01/11	Grant (budget allotted already) 2018/01/11	Pending confirmation 2018/01/11	

On the reference screen, click the <Request correction of report contents> button.

✓ Approve report contents & request submission ✗ Request correction of report contents

Return to list screen Download application contents in PDF format Download application contents & PDF data together

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: TSUKEN Taro
★ Project List 🔒 Password change ✕ Logout

Application information

Registration not completed yet

Principal Investigator(PI)	
University/Institution	System University
University/Institution (for confirmation)	System University
Dept./Laboratory	Information Research
Dept./Laboratory (for confirmation)	Information Research
Present Position/title	Professor
Present Position/title (for confirmation)	Professor
Name	SMITH John

Correction will be requested to PI. Contents of correction will be informed separately by e-mail, etc.

⏪ Cancel 📄 Request correction of report contents

Confirm the report uploaded to “Report information” in the lower part of the reference screen and, when there is anything to correct, check <Correction will be requested to PI. Contents of correction will be informed separately by e-mail, etc.> in the lower part of the screen and click the <Request correction of report contents> button.

★ **Key points**

- You cannot click on the “Request correction of report contents” button before putting a check.
- Upon clicking “Request correction of report contents,” the system automatically sends an e-mail to the research collaborator as well as to the PI himself/herself. As matters to be corrected in the report are not shown in the e-mail from the system, the research collaborator is requested to inform the PI directly by e-mail, etc.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: TSUKEN Taro
★ Project List 🔒 Password change ✕ Logout

Project List

📄 Successfully registered

+ Preparation of application form

Click on research theme and you will see detailed information.

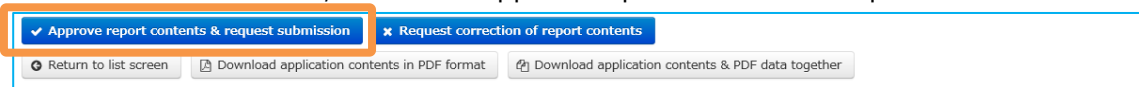
#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	XXXXXXXX Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application accepted 2018/01/11	Grant (budget allotted already 2018/01/11	Request for correction 2018/01/11	

You will return to the Project List screen and find a message. The status of report submission is updated to <Request for correction>.

7.3 When research collaborator approves report contents

Research collaborator

On the reference screen, click the <Approve report contents & request submission> button.



You will move to the confirmation screen.

The screenshot shows the 'Application information' section with a red box around the message 'Registration not completed yet'. Below this is a table for 'Principal Investigator(PI)' with the following data:

University/Institution	System University
University/Institution (for confirmation)	System University
Dept./Laboratory	Information Research
Dept./Laboratory (for confirmation)	Information Research
Present Position/title	Professor
Present Position/title (for confirmation)	Professor
Name	SMITH John

Below the table is a section with a red box around the checkbox 'Report contents confirmed/approved.' and a button 'Approve report contents & request submission'.

Confirm the report uploaded to "Report information" in the lower part of the reference screen and, when there is nothing to correct, check <Report contents confirmed/approved.> in the lower part of the screen and click the <Approve report contents & request submission> button.

★ Key points

- You cannot click on the <Approve report contents & request submission> button before putting a check.
- Upon clicking <Approve report contents & request submission>, the system automatically sends an e-mail to the research collaborator as well as to the PI himself/herself.

The screenshot shows the 'Project List' section with a red box around the message 'Successfully registered'. Below this is a table with the following data:

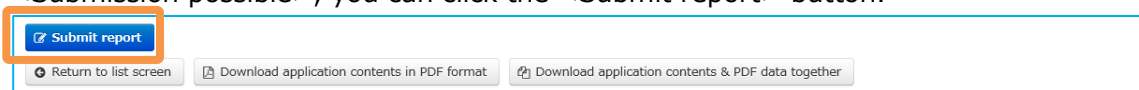
#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	xxxxxx Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application accepted 2018/01/11	Grant (budget allotted already) 2018/01/11	Submission possible 2018/01/11	

You will return to the Project List screen and find a message. The status of report submission is updated to <Submission Possible>.

7.4 When research collaborator submits report

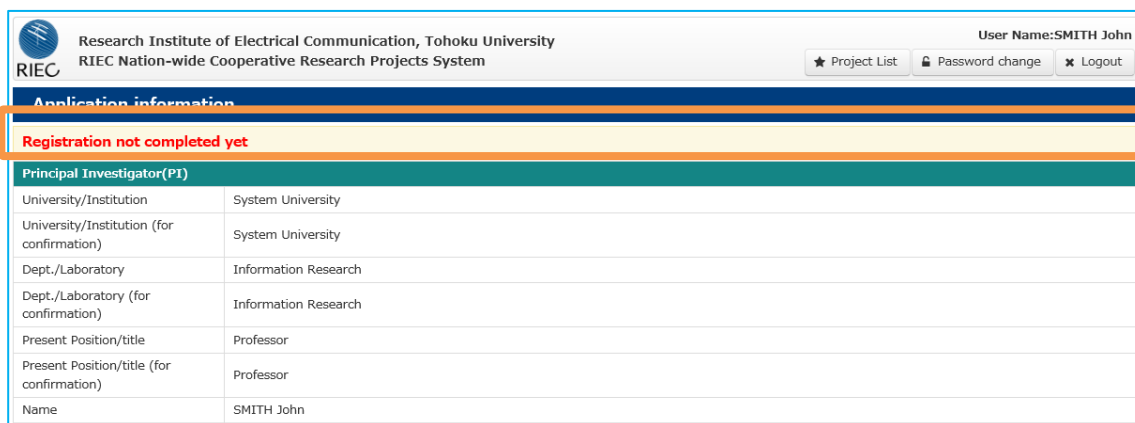
Principal investigator

On the Application information screen, click the <Submit report> button. In the state of <Submission possible>, you can click the <Submit report> button.



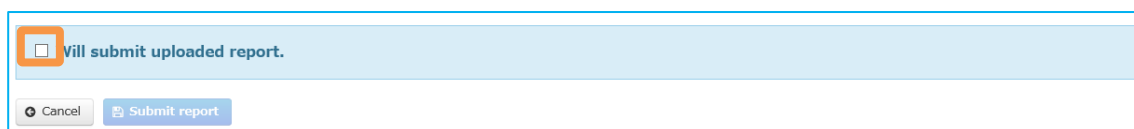
The screenshot shows a navigation bar with three buttons: 'Submit report' (highlighted with a blue box), 'Return to list screen', 'Download application contents in PDF format', and 'Download application contents & PDF data together'.

You will move to the confirmation screen.



The screenshot shows the 'Application information' screen. At the top, it displays the RIEC logo and name, and the user name 'SMITH John'. A yellow warning banner reads 'Registration not completed yet'. Below this is a table with the following data:

Principal Investigator(PI)	
University/Institution	System University
University/Institution (for confirmation)	System University
Dept./Laboratory	Information Research
Dept./Laboratory (for confirmation)	Information Research
Present Position/title	Professor
Present Position/title (for confirmation)	Professor
Name	SMITH John



The screenshot shows a confirmation section with a checkbox labeled 'Will submit uploaded report.' and two buttons: 'Cancel' and 'Submit report'.

Confirm entries, check <Will submit uploaded report.> in the lower part of the screen and click the <Submit report> button.

★ Key points

- Unless in the state of <Submission possible>, <Will submit uploaded report.> is not displayed.
- Upon clicking <Submit report>, the system automatically sends an e-mail to the system administrator and your research collaborator as well as to yourself (PI).
- Please be reminded that you cannot correct report contents after submission unless you have special reasons such as incompleteness of contents. If you desire correction, please inform the system administrator via e-mail.

After registration, you will move to the Project List screen, where the status of report submission displays <Submitted already>.

Research Institute of Electrical Communication, Tohoku University
RIEC Nation-wide Cooperative Research Projects System

User Name: SMITH John

★ Project List Password change Logout

Project List

Successfully registered

+ Preparation of application form

Click on research theme and you will see detailed information.

#	Application No.	Fiscal year	Title of Research	Type	Newly continued	Grant No.	Subtheme	Principal Investigator	Research collaborator of RIEC	Status of application	Status of grant	Status of report submission	MEMO
1	143	2018	xxxxxx Research	Type-A	Continued	H29/A27	1)	SMITH John	TSUKEN Taro	Application accepted 2018/01/11	Grant (budget allotted already) 2018/01/11	Submitted already 2018/01/11	

When the report is incomplete, it is <Returned> by the system administrator as in the application process. This will be informed by e-mail from the system. After confirming contents, correct the relevant portion(s) and submit it again.

8 Application data & e-mail notice

8.1 Status of application data

You can confirm the status of application data on the Project List screen.

◆ Status of application

Being edited

This is a state where the PI has prepared application data and temporarily saved them, or where the PI is being asked for correction. The PI can correct application data.

Pending confirmation

This is a state where the PI has prepared an application and is asking the research collaborator to confirm application contents. The research collaborator is requested to confirm application contents and click the "Request for correction" or "Application possible" button. In this state, the PI cannot correct application data.

Request for correction

This is a state where the research collaborator is asking the PI to correct application contents. The research collaborator is requested to inform the PI of matters to be corrected while the PI is requested to ask the research collaborator to confirm application contents again after correction. The PI cannot correct application data.

Application possible

This is a state where the research collaborator has confirmed there is nothing to correct in application contents and where the PI can submit the application for upload. The PI cannot correct application data.

Application completed

This is a state where the PI has submitted an application; confirmation by the system

administrator is pending. The PI cannot correct application data.

Returned

When incompleteness is found in application contents through the system administrator's confirmation, the application is "Returned." The PI can correct application data. Please file the application again after correction.

Application accepted

This state arises when there is no incompleteness in the application and the system administrator has completed confirmation. The PI cannot correct application data.

◆ **Status of grant**

Pending

The research theme submitted has yet to be adopted for a grant.

No grant

After screening, the relevant research theme has not been adopted for a grant.

Grant awarded

After screening, the relevant research theme has been adopted for a grant. After adoption, a budget is allocated and its sum is notified later.

Grant (budget allotted already)

This is a state where a budget has been allocated after adoption. Its sum can be confirmed in the system.

◆ **Status of report submission**

Not acceptable

The system has yet to begin accepting reports. The PI cannot submit a report yet.

Being accepted

The system is accepting reports. The PI can submit a report.

Pending confirmation

This is a state where the PI has prepared a report and is asking the research collaborator to confirm report contents. The research collaborator is requested to confirm the report and click the "Request for correction" or "Submission possible" button. In this state, the PI cannot replace report data.

Request for correction

This is a state where the research collaborator is asking the PI to correct the report. The research collaborator is requested to inform the PI of matters to be corrected while the PI is requested to ask the research collaborator to confirm report contents again after correction. The PI cannot replace report data in this state.

Submission possible

This is a state where the research collaborator has confirmed that there is nothing to correct in report contents and where the PI can submit the report. The PI cannot replace report

data in this state.

Submitted already

This is a state where the PI has submitted a report; confirmation by the system administrator is pending. The PI cannot replace report data.

Returned

This is a state where the report is found incomplete after confirmation by the system administrator and where the report has been returned. The PI can replace report data.

Submission accepted

This is a state where the system administrator has accepted a report after its confirmation. The PI cannot replace report data.

8.2 E-mail notice from system

Each e-mail automatically sent from the system has “RIEC Nation-wide Cooperative Research Projects System” in the subject line, and the message body is written in both Japanese and English.

The system sends e-mail notice when the PI conducts the following operations:

- Ask the research collaborator to confirm application information
- Submit an application
- Correct application data and file an application again
(file an application after correcting “Returned” application data)
- Ask the research collaborator to confirm a report
- Submit a report
- Resubmit a corrected report

The system sends e-mail notice when the research collaborator conducts the following operations:

- Ask for correction after confirming application information
- Approve an application without anything to correct after confirming application information
- Ask for correction after confirming a report
- Approve a report without anything to correct after confirming it

The system sends e-mail notice to the PI and research collaborator when the system administrator conducts the following operations:

- Return application data
- Accept application data
- Return a report
- Accept a report

As for the notice of a grant and an allocation sum, the system administrator directly informs

the PI and research collaborator. Some e-mails have different source addresses and subject lines. Please confirm them.

9 Contact

9.1 Contact

Please make an inquiry to the contact below when you have any questions about the "RIEC Nation-wide Cooperative Research Projects System."

<Contact>

RIEC Cooperative Research Project Office (system administrator), Tohoku University
E-mail: crpp@riec.tohoku.ac.jp