

Institute of Ocean Energy, Saga University

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# Manual of online applications for IOES Joint Research

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## Introduction

Institute of Ocean Energy, Saga University (IOES) has been inviting applications for joint usage/research since FY2005. The applications had been made by the submission of paper forms. However, IOES decided to change the application method from paper application to online application from FY2023 onwards as part of digital transformation efforts. In FY2022, IOES built its online application site as one of the annual projects. This manual provides its operating procedures.

This manual consists of four chapters:

Chapter 1. User account registration

Chapter 2. My Page operation

Chapter 3. Application for IOES Joint Research

Chapter 4. Operation of other user-related functions

The online application site explained by this manual is found at the URL below.

Online applications for IOES Joint Research

<https://www.ioes.saga-u.ac.jp/jp/collabo/online-collabo-application>

[Remarks]

The screens shown in this manual are under development. Please note that they may differ from the actual screens of the site launched.

[Contact]

Institute of Ocean Energy, Saga University

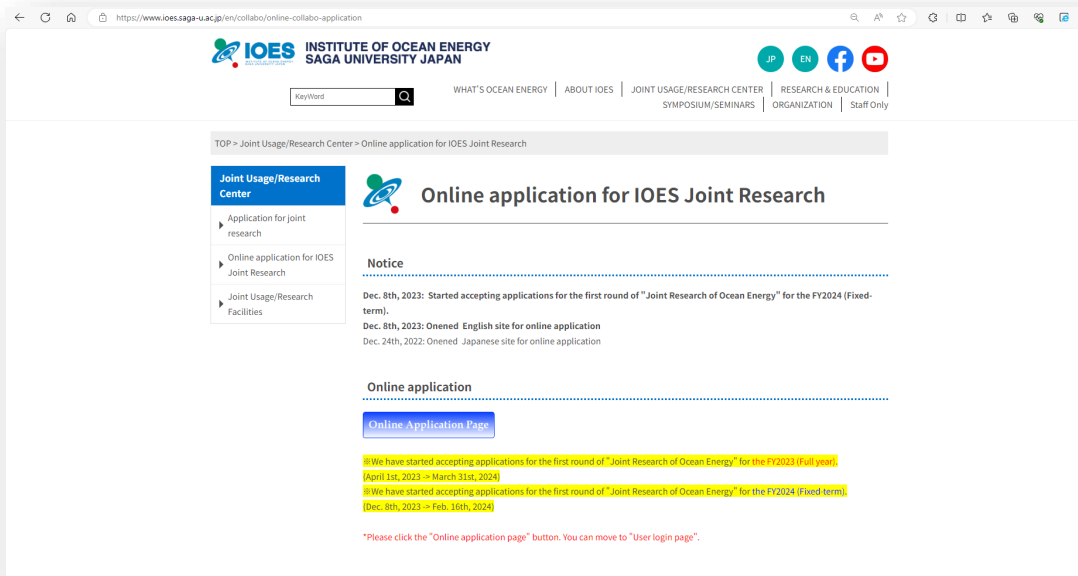
- Online application system: Hirofumi Arima Email: arima[@]ioes.saga-u.ac.jp
- Joint research application: Rina Nakashima Email: collabo[@]ioes.saga-u.ac.jp

# Chapter 1. User account registration

1. Open the online application site for IOES Joint Research.

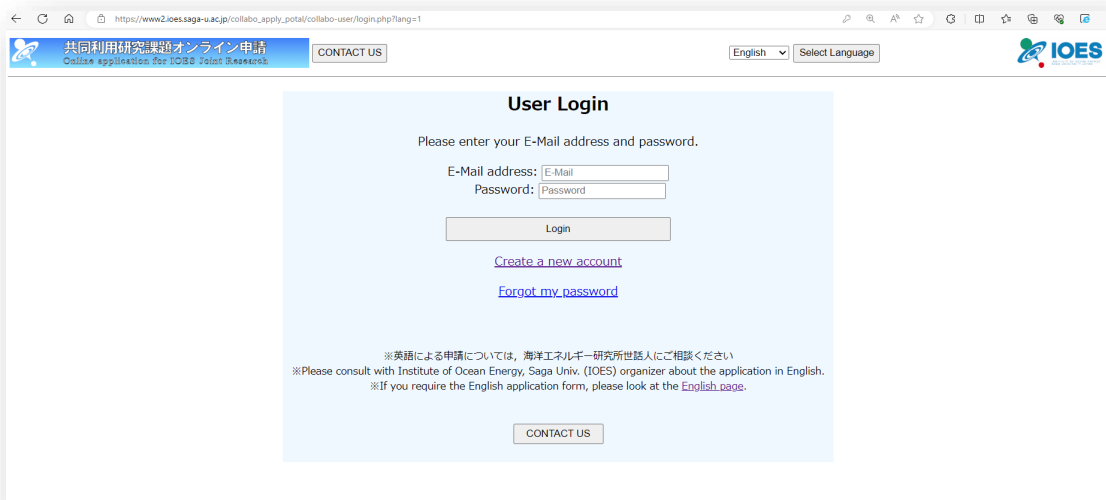
Open the URL below:

<https://www.ioes.saga-u.ac.jp/en/collabo/online-collabo-application>



2. Click “Online Application Page.”

The following page will open.



\* Choose Japanese or English at “Select Language” in the top right corner of the screen to change the website language.

3. Click the “Create a new account” link.

The following page will open.

### User Account Registration

Please enter your E-mail address and name. We will send the URL of the user account registration page to the E-mail address you provided.

**E-Mail address:**

**Name:**

(Please insert a space between your first and family name. e.g.: Taiyo M. SAGA )

[Return to the login page](#)

4. Enter your email address and name.

- \* Enter an email address at which we can reach the applicant. After the next step, we will send an email to the address provided.
- \* Make sure that a space is inserted between your first name and family name (e.g., Taiyo SAGA).

5. Click the “Confirm” button.  
The following screen will appear.

### User Account Registration

Please verify the entered E-mail address and name.  
If there are no mistakes, click the ‘Submit’ button.  
We will send the URL of the user account registration site to the E-mail address you provided.

E-Mail address:

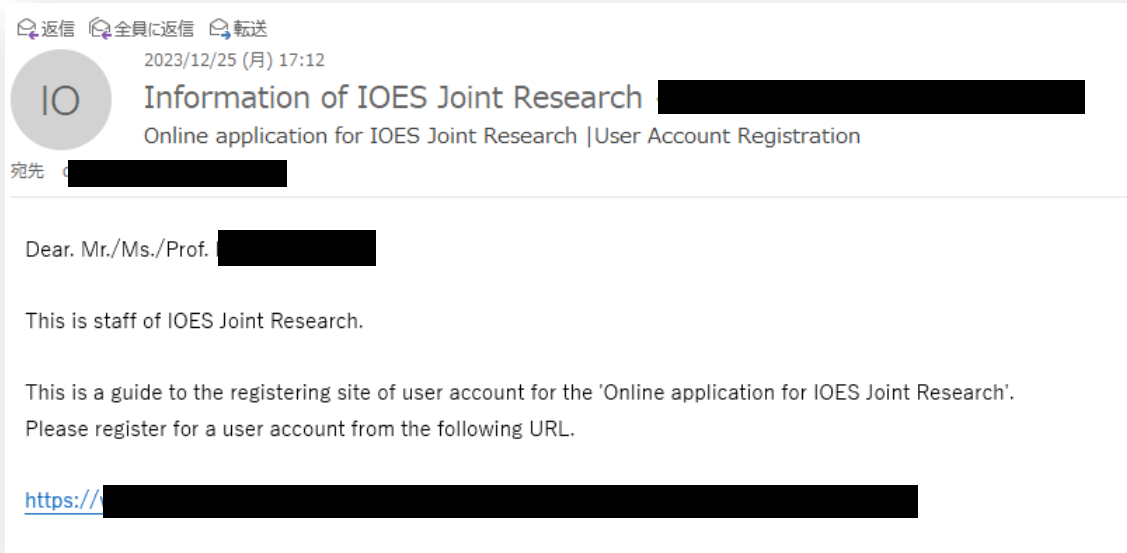
Name:

[Return to the login page](#)

If the email address and name are correct, click the “Submit” button.  
We will send an email to the address you have provided.

6. Check the email received.

Open the URL provided in the email.



7. Fill out the user account registration page.

### New User Account Registration

Please input your E-Mail, your name, and password.

E-Mail: <b>[Required]</b>	<input type="text"/>
Name: <b>[Required]</b>	<input type="text"/> <small>Please put a space between the first and family name. (Please insert a space between your first and family name. e.g.: Taiyo M. SAGA )</small>
Affiliation class: <b>[Required]</b>	<input type="text" value="National university"/>
Affiliation: <b>[Required]</b>	<input type="text" value="Univ. or Organization(e.g.:Saga Univ.)"/> <input type="text" value="Department (e.g.: Faculty of Engineering)"/>
Password: <b>[Required]</b>	<input type="text"/> <small>Must be between 8 and 15 characters long. (Available characters: 0-9, a-z, A-Z)</small>
Password (Confirm):	<input type="text" value="Password (Confirm)"/>

[Return to login page](#)

(How to fill out the form)

Email address:	<b>[Required]</b> Enter your email address in alphanumeric characters.
Name:	<b>[Required]</b> Make sure that a space is inserted between your first name and family name. Write your family name in capitals. E.g.: Taiyo M. SAGA
Affiliation class:	<b>[Required]</b> Choose an appropriate class from the options.
Affiliation:	<b>[Required]</b> Enter your organization and department.

Password:	<b>[Required]</b> There are no limits to the number or type of characters to be used but create as complex a password as possible.
Password (Confirm):	Enter the same password as above.

8. Check the entered details.

If there is no problem, click the “Registration” button to go to the next step.

If you need to make corrections, return to the previous page with the “Return to previous page” link.

### Would you like to register a user account?

E-Mail:	
Name:	
Affiliation class:	
Affiliation:	
Password:	

[Return to previous page](#)

9. Account registration is completed.

Proceed to register user information.

## Account registration is completed.

Account registration is completed.  
Please continue to register user information.

10. Enter user information.

After entering all the information, click the “Confirm” button.

**Please input your user information**

UserID:	U [REDACTED]		
Name:	[REDACTED]		
E-Mail:	[REDACTED]		
Affiliation class:	[REDACTED]		
Affiliation:	[REDACTED]		
Job title: <b>[Required]</b>	Job title		
Postal code: <b>[Required]</b>	3 digits	4 digits	
Address: <b>[Required]</b>	Require country name		
TEL: <b>[Required]</b>	Country Code (without '+')	Country code-XXXX-XXXXXX	
FAX:	Country Code (without '+')	Country code-XXXX-XXXXXX	

Confirm

(How to fill out the form)

User ID:	A 4-digit number beginning with a letter “U” is automatically entered.
Name:	Already registered during user account registration.
Email:	Already registered during user account registration.
Affiliation class:	Already registered during user account registration.
Affiliation:	Already registered during user account registration.
Job title:	<b>[Required]</b> Enter your job title (E.g., professor or associate professor).
Postal code:	<b>[Required]</b> Enter a 3+4 digit postal code. (E.g.) 840-8502 Enter “000-0000” for an international address.
Address:	<b>[Required]</b> Enter your address. Required country name.
TEL:	<b>[Required]</b> Enter your landline or cellphone number. (E.g.) 81-952-28-0000
FAX:	Fax number is optional.

11. Check the user information.

Check the entered user information. If the information is correct, click the “Registration” button to go to the next step. If you need to make corrections, return to the previous page with the “Revise” button.



### User Information|Confirmation

UserID:	
Name:	
E-Mail:	
Affiliation class:	
Affiliation:	
Job title:	
Postal code:	
Address:	
TEL:	
FAX:	

**Would you like to register your user information with this content?**



12. User information registration is completed.

User information is registered. The registered information will be sent to the registered email address. Check the entered details.

Corrections can be made on “My Page” explained in [Chapter 2](#).

To proceed to use the site, click “Go to login page” to go to the User Login page.

### Registration is completed

User information is registered.

The registered information has been sent to the registered email address.

Please check the contents and return to the login page.

User account registration is completed.

## Chapter 2. My Page operation

An online application for IOES Joint Research is to be made on “My Page.”

### 1. How to log in to “My Page”

Open the User Login page explained in [Chapter 1](#).  
Use the registered email address and password to log in.

\* Choose Japanese or English at “Select Language” in the top right corner of the screen to change the website language.  
After you log in, the pages will be shown in the selected language. To change the language, return to the User Login page.

### User Login

Please enter your E-Mail address and password.

E-Mail address:

Password:

[Create a new account](#)

[Forgot my password](#)

※英語による申請については、海洋エネルギー研究所世話人にご相談ください  
 ※Please consult with Institute of Ocean Energy, Saga Univ. (IOES) organizer about the application in English.  
 ※If you require the English application form, please look at the [English page](#).

### 2. “My Page” will be displayed.

The table below shows My Page functions.

⑤

⑥

⑧

⑦

共同利用研究課題オンライン申請  
Online applications for IOES Joint Research

Logout

CONTACT US

Language: English



## My Page

### User Information

Name	
UserID	
E-Mail	
User Information	Confirm/ Revise

①

Members page (Manual of Imari Satellite, Various written application)  
[This page is written in Japanese only.]

[Members page](#)

②

### List of application for joint research [FY2023~]

[お知らせ] 令和6年度共同研究課題1次公募(期限付)の募集を開始しました。2023/12/8 -> 2024/2/16

[Notification] We have started accepting applications for the first round of "Joint Research of Ocean Energy" for (Fixed-term). Dec. 8th, 2023 -> Feb. 16th, 2024

③

[お知らせ] 令和5年度共同研究課題1次公募(通年)の募集を開始しました。2023/4/1 -> 2024/3/31

[Notification] We have started accepting applications for the first round of "Joint Research of Ocean Energy" for the FY2023 (Full year). April 1st, 2023 -> March 31st, 2024

Application No.	Application Name	Status	Start accepting	Deadline	Deadline (Extension)
2024-1-0	FY2024 Joint Research Task 1st Proposal (Fixed-term, w/wo research fund)	Application open Application (New/Resume)	2023-12-08	2024-02-16	2024-02-16
2023-2-0	FY2023 Joint Research Task 2nd Proposal (Fixed-term, w/wo research fund)	Application open Application (New/Resume)	2023-12-18	2024-02-22	2024-02-22

④

### List of approved/ Status of document submission

Please upload your research proposal and research report here.

Fiscal year	Approved No.	Application No. (Individual)	Categories	Research title	Budget (JPY)	Application Form	Research proposal			Joint research report			Other documents		
							Status	Submit	Proposal	Status	Submit	Report	Status	Submit	Etc.
2022	22443	2022-1-1-U1001-2	A	Title-2 Title-2	200000	[DL]	Submitted	[RE-UL]	[DL]	Unsubmitted	[UL]	No File	Unsubmitted	[UL]	No File

①	User information	Shows a summary of registered user information. To check or correct the detailed user information, press the "Confirm/Revise" button.
②	Member page	IOES Imari Satellite user manual and a list of applications
③	List of applications	Shows application information. During the application period, The "Application (New/Resume)" button is displayed. An application is to be made using the "Application (New/Resume)" button.
④	List of approved / Status of document submission (Displayed after applied research is approved.)	Shows approved research projects. Used to check the submission progress of documents necessary for the projects, submit (upload) and download files. * "Research proposal," "Joint research report," and "Other documents," which are required to be submitted after approval, can be submitted here. * Documents submitted are marked with "Submitted" and those not yet submitted with "Unsubmitted."
⑤	Logout	Used to log out from "My Page." Click "Logout" when all the necessary changes have been made.
⑥	Contact us	Link to the inquiry form
⑦	IOES	Link to the IOES website
⑧	Language: Japanese	Selected language is displayed (language can be selected only on the login page).

3. Check or correct the user information.

Click the “Confirm/Revise” button shown in the box for User Information. The following page will be displayed.

- To return, click “My Page” in the top left corner of the screen.
- To make corrections in the registered details, click “Revise” to proceed.
- To change the password, click the “Change Password” link.

### User Information

Date: 01/06/2024

UserID:	
Name:	
E-Mail:	
Password:	<a href="#">Change Password</a>
Affiliation class:	
Affiliation:	
Job title:	
Postal code:	
Address:	
TEL:	
FAX:	
Language:	

Revise

4. File an application.

Click the “Application (New/Resume)” button. The operating procedure is provided in [Chapter 3](#).

5. Submit “Research proposal,” “Joint research report,” and “Other documents.”

Click the “UL” (\* upload) button in the “Submit” box under each document for the appropriate project (Check the approval number) in the List of approved / Status of document submission, and the following page will appear.

- Follow the procedure below to upload a file.

### Upload: Joint research report

(1)Click on 'Browse' and choose the PDF file you want to upload.  
(2)Please click 'Submit'.

\*The file name will be automatically converted.

Upload:  ファイルが選択されていません

Submit

- ① Click “Browse” and choose a PDF file to upload.
- ② Click “Submit.”

This step completes uploading. The file is emailed to the joint research staff.

After a file is uploaded, the “UL” button in the “Submit” box under the corresponding document will change to “Re-UL.” When the file needs to be submitted again, use this button.

Similarly, “No File” in each document box will change to the “DL” (\* download) button and “Status” box will show “Submitted.”

You can download a submitted PDF file by clicking the “DL” button.

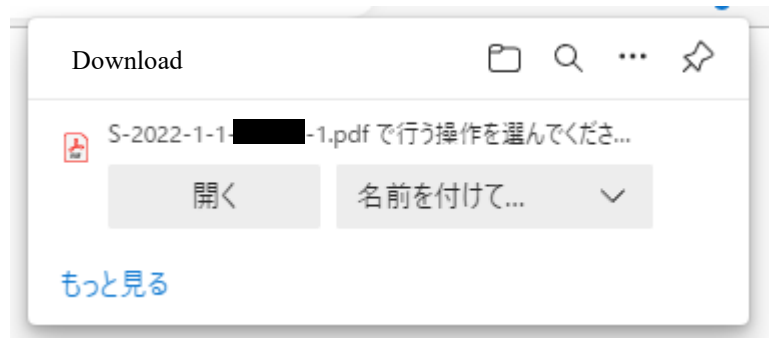
○ Follow the procedure below to download a file.

- ① Click the “DL” (download) button for the appropriate document.
- ② “Download” window will appear on the browser. Save the file.

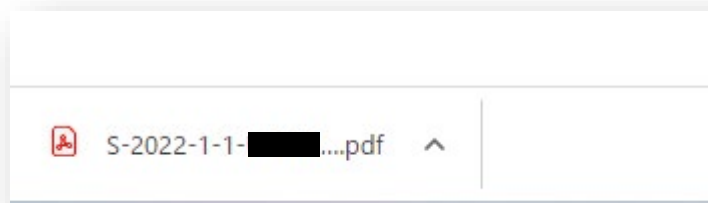
(A) Edge ----- In the top right corner of the browser

(B) Chrome --- At the bottom of the browser

\* The window appears in the above positions by default. It may be positioned differently depending on the browser settings.



(A) Edge



(B) Chrome

## Chapter 3. Application for IOES Joint Research

This chapter provides the application procedures for IOES Joint Research.

1. In “List of applications” displayed in “My Page,” click the “Application (New/Resume)” button in the “Status” box for the fiscal year in which you desire to make an application.

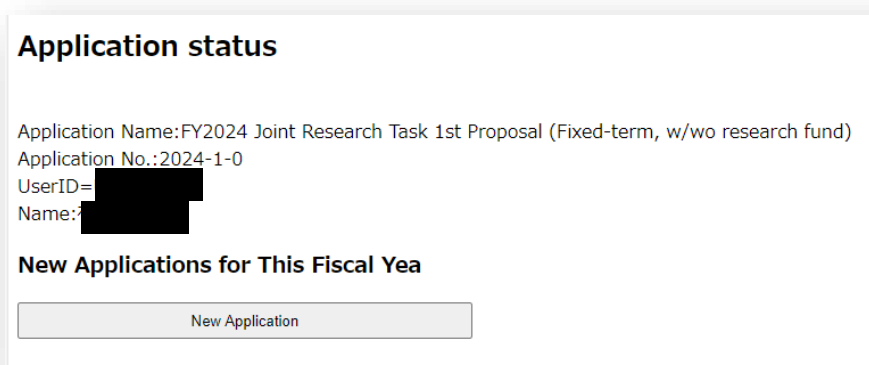
\* The procedures below are explained using the screens for a new application for the fiscal year. If an additional application is to be made in the same fiscal year, the screens will look differently.

2. Display “Application status.”

In the case of a new application, the status will be shown as follows.

Click “New Application.” You will move to the application form.

- Application Name: FYxxxx joint research project (followed by “1st proposal,” “2nd proposal,” “all year” or “fixed-term.”)
- Application No.: (4-digit year)-(1 or 2)-X  
\* The 4-digit year is the fiscal year of application, 1 or 2 means 1st or 2nd proposal, and X represents the number of applications made by the same applicant for the fiscal year.
- User ID: User ID of the applicant



**Application status**

Application Name: FY2024 Joint Research Task 1st Proposal (Fixed-term, w/wo research fund)  
 Application No.: 2024-1-0  
 User ID= [redacted]  
 Name: [redacted]

**New Applications for This Fiscal Year**

3. Application form

The application form consists of the following three pages: Fill them out in order.

- (1) Application form [Basic applicant information]
- (2) Application form [Body of application form I]
- (3) Application form [Body of application form II]

The entries are almost the same as those of the application form used till last fiscal year.

#### 4. Application form [Basic applicant information]

Enter the basic information of the applicant.

### Application form

>> (2)Input body of application form I >> (3)Input body of application form II >> (4)Confirmation and

Fiscal year: 2024  
 UserID: ██████████  
 Application Name: FY2024 Joint Research Task 1st Proposal (Fixed-term, w/wo research fund)  
 Application No.: 2024-1-0  
 Application No. (Individual): ██████████  
 Application date: ██████████

Applicant Information	
<p style="color: red; font-size: small;">*The applicant is the person in charge of this research. It is permissible for the applicant and the person conducting the experiment to be different.</p> <p style="color: red; font-size: small;">*The applicant information is automatically entered from <a href="#">User Information</a>.</p> <p style="color: red; font-size: small;">*This field cannot be changed. If you need to make changes, please change it in the <a href="#">User Information</a> page.</p>	
Name	
Affiliation	
Job title	
Postal code	
Address	
TEL	
FAX	
E-Mail	

Proceed to 'Body of application form I' after confirmation

Return to My Page without saving (\*Application data will be discarded.)

(How to fill out the form)

Name:	Automatically entered from user information. (Not editable)
Affiliation:	Automatically entered from user information. (ditto)
Job title:	Automatically entered from user information. (ditto)
Postal code:	Automatically entered from user information. (ditto)
Address:	Automatically entered from user information. (ditto)
TEL:	Automatically entered from user information. (ditto)
FAX:	Automatically entered from user information. (ditto)
Email:	Automatically entered from user information. (ditto)

(Links)

“Proceed to 'Body of application form I' after confirmation” --- Go to “Body of application form I” on the next page.

“Return to My Page” --- Return to My Page. The entered application data will be saved. You can resume editing in “My Page.”

5. Application form [Body of application form I]

Fill out [Body of application form I].

**Application form**

[Home information >>](#)
[\(2\)Input body of application form I >>](#)
[\(3\)Input body of application form II >>](#)
[\(4\)Confirmation and submission of application >>](#)

Fiscal year: 2023  
 UserID: ██████████  
 Application Name: FY2024 Joint Research Task 1st Proposal (Fixed-term, w/wo research fund)  
 Application No.: 2024-1-0  
 Application No. (Individual): ██████████  
 Application date: ██████████

Body of application form I		
Research Categories [Required]	(A) Research of Ocean Thermal Energy Conversion (OTEC) ▼	
Grant [Required]	Necessary ▼	
<b>I. Title of proposed project</b>		
New/Continued [Required]	New ▼	
Japanese title [Not Required]	No data	
English Title [Required]	English Title	
<b>II. Project members</b>	<ul style="list-style-type: none"> <li>• Please make sure to fill in the applicant's name for project member.</li> <li>• The applicant's name, affiliation, job title, phone number, and E-Mail will be automatically inserted into project members 1.</li> <li>• If you need to change the order of project members, please delete them.</li> <li>• Please fill organizer name of IOES in project member.</li> </ul>	
1	Name (Note 1)	
	Affiliation (Note 2)	
	Job title (Note 3)	
	Gender (Note 4)	▼
	TEL	
	E-Mail	
	Age (Note 4)	
	Nationality (Note 4)	
2	Name	
	Affiliation	
	Job title	
	Gender	▼
	TEL	
	E-Mail	
	Age	
	Nationality	



3	Name	
	Affiliation	
	Job title	
	Gender	▼
	TEL	
	E-Mail	
	Age	
	Nationality	
4	Name	
	Affiliation	
	Job title	
	Gender	▼
	TEL	
	E-Mail	
	Age	
	Nationality	
Note 1) Please insert a half-width space between your first and last name. Note 2) Please fill in the formal name of your affiliation and your department. (e.g.: Institute of Ocean Energy, Saga University, Japan) Note 3) In case of graduate school student, please describe their graduate courses and school year. Note 4) Age, gender, and nationality are for statistical purposes within the research institute and will not be considered for acceptance or rejection.		
Temporarily stored		
<input style="width: 150px;" type="button" value=" &lt;&lt; Return to 'Applicant information' after temporarily stored "/>		<input style="width: 150px;" type="button" value=" Proceed to 'Body of application form II' after temporarily stored &gt;&gt; "/>
Return to My Page		

(How to fill out the form)

Research Categories	<b>[Required]</b> Choose a category from the options.
Grant	<b>[Required]</b> Choose either Necessary or Not necessary. If you choose Not necessary, no grant will be provided.
<b>I. Title of proposed project</b>	
New/Continued	<b>[Required]</b> Choose either New or Continued.
Japanese title	<b>[Required]</b> Enter the title in Japanese (no limit to the number of characters).
English title	<b>[Required]</b> Enter the title in English (no limit to the number of words).
<b>II. Project members (*)</b>	
<ul style="list-style-type: none"> <li>• Be sure to include the applicant in the members.</li> <li>• The project member 1 is automatically filled in with the applicant's name, affiliation, job title, telephone number and email address. If the order of members needs to be changed, delete the entries.</li> <li>• Include the IOES organizer.</li> </ul>	
Name:	Enter the name (there should be a space between the first name and family name).
Affiliation:	(Note 1) Enter the organization and department.
Job title:	(Note 2)
Gender	Choose an option. (Note 3)
TEL	Enter the telephone number.
Email:	Enter the email address.
Age	Enter the age. (Note 3)
Nationality	Enter the nationality. (Note 3)

\* Up to four members can be entered. If there are more than four members, enter the remaining members in “Special report” box in VIII. Other items.

Note 1) Enter the official names for affiliation. The department names must be also entered.

(E.g.: Institute of Ocean Energy, Saga University)

Note 2) Enter the course and a year level for a postgraduate student.

Note 3) Age, gender and nationality are required for internal statistical purposes only and not considered in making a decision on approval.

(Links)

“Temporarily stored” --- Save the contents of this page temporarily.

“Return to ‘Applicant Information’ after temporarily storing” --- Save this page temporarily and return to the form for the basic applicant information on the previous page.

“Proceed to ‘Body of application form II’ after temporarily storing” --- Save this page temporarily and go to “Body of application form II” on the next page.

“Return to My Page” --- Return to My Page. The entered application data will be saved. You can resume editing in “My Page.”

6. Application form [Body of application form II]

Fill out [Body of application form II].

### Application form

Information >>(2)Input body of application form I >>(3)Input body of application form II >>(4)Confirmation and submission

Fiscal year: 2023  
 UserID: ██████████  
 Application Name: 令和5年度共同研究課題1次公募(通年)  
 Application No.: ██████████  
 Application No. (Individual): 2 ██████████  
 Application date: 2023-12-18 22:07:43  
 Japanese title: No data  
 English Title: English Title

Body of application form II			
<b>III. Devices which you desire. [Reference] <a href="#">List of Joint Usage/Research Facilities</a> (Separate window will open)</b>			
	Device No.	Date of use (approx. month, year)	Time of use (Note)
1st	OE-1: Xe50 ▼	<input type="text"/>	<input type="text"/>
2nd	DE-1: Xe50D1 ▼	<input type="text"/>	<input type="text"/>
3rd	DE-1: Xe50D1 ▼	<input type="text"/>	<input type="text"/>
4th	--- ▼	<input type="text"/>	<input type="text"/>
Note: Please write hour(s) or day(s) your using.			
<b>IV. Research meaning, purpose, plan, feature and prospective result. (less than 4,000 characters) [Required]</b>			
TEST			
<b>V. Research subject and preliminary conditions related to your application. (less than 4,000 characters) [Required]</b>			
TEST			

**VI. Research plan and Method (Summary). (less than 4,000 characters) [Required]**

TEST

**VII. Statement of costs for devices and consumable.**

\*Please click the "Calculate" button. It will be automatically calculated.

	Device	Quantity	Unit price [JPY]	Total amount [JPY]
Itemize	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
			Total (Application amount)	0 JPY

**VIII. Other items.**

\*Bringing apparatuses or labware: (less than 2,000 characters)

\*Matter(s) to be careful about the handling (e.g. bringing poisons or radioactive substances): (less than 2,000 characters)

\*Special report: (less than 2,000 characters)

**IX. Organizer name of IOES [Reference] [List of organizer](#) (Separate window will open) [Required]**


Please enter 'unknown' if you are unsure.

Temporarily stored

<< Return to 'Body of application form I' after temporarily stored      Proceed to 'Confirmation and submission of application form' after temporarily stored >>

Return to My Page

(How to fill out the form)

III. Devices which you desire (* Enter devices you desire to use, if any.)	
Device No.	Use the numbers on the <a href="#">List of Joint Usage/Research Facilities</a> . Choose from the pull-down menus.
Date of use	Enter year/month. (E.g.: Around 2023/4)
Time of use	Enter the time by the hour or day.
IV. Research meaning, purpose, plan, feature and prospective result	Write the significance, purpose, features and expected result of your research, not exceeding 4,000 characters.
V. Research subject and preliminary conditions related to your application	Write your previous research results and preliminary conditions related to this application, not exceeding 4,000 characters.
VI. Research plan and method (Summary)	Write the summary of your research plan and method, not exceeding 4,000 characters.
Common to IV to VI	* Drawings and tables cannot be inserted. * The input box size is adjustable. Click and hold the icon  at the bottom right of each box and move to adjust the size.

VII. Statement of costs for devices and consumable * Click the “Calculate” button on the right for automatic calculations. (* You can enter up to five items. If there are more than five, enter representative costs.)	
Device	Name of an article (E.g.: Pressure transducer made by A Company)
Quantity	Enter the quantity. (E.g.: 2 units)
Unit price	Enter the unit price. (E.g.: 50000)
Total amount	The total amount of each item is automatically calculated.
Total (Application amount)	This grand total is used as the requested budget amount. It is automatically calculated.

VIII. Other items (* If additional explanations are needed, write here.)	
Bringing apparatuses or labware	Write devices and apparatuses to bring in. *Not exceeding 2,000 characters
Matter(s) to be careful about the handling (e.g., bringing poisons or radioactive substances)	Write materials requiring great care in handling. *Not exceeding 2,000 characters
Special report	Write special notes, if any. Use this box to enter extra project members. * Not exceeding 2,000 characters

IX. Organizer name of IOES [Reference] List of organizers (Separate window will open)	
	Choose from the organizer list.

(Links)

“Temporarily stored” --- Save the contents of this page temporarily.

“Return to ‘Body of application form I’ after temporarily storing” --- Save this page temporarily and return to “Body of application form I” on the previous page.

“Proceed to ‘Confirmation and submission of application form’ after temporarily storing” --- Save this page temporarily and proceed to confirm and submit the application form on the next page.

“Return to My Page” --- Return to My Page. The entered application data will be saved. You can resume editing in “My Page.”

The application form is completed. Proceed to confirm and submit the application form.

## 7. Confirm the application form.

The data entered in the application form shall be submitted after organized into the specified format and converted to a PDF file. Follow the procedure below.

### ① Check the PDF file.

The data entered in the application form is automatically organized into the specified format for the application form and a PDF file (for a check) is created. Download the PDF file and check the input data.

If there is no problem, go to the step ② to finalize it. If you need to make corrections, return to the application form using “Revise the application form.”

### ② Finalize the application form.

Click the “Finalize” button, and you will move to the submission page.

### Confirmation of application form

**(2)Input body of application form I >>(3)Input body of application form II >>(4)Confirmation**

I. You can download the application form (PDF) for submission from the link button.  
Please check the input contents of the application form before submission.

Download application form (PDF)

↓

II. If there are no issues with the content, please click the 'Finalize' button  
You will be redirected to the submission page.

Finalize

If you need to make corrections, please click the 'Revise the application form' button to return to the application form  
and make the necessary changes.

Revise the application form

## 8. Submit the application form.

- ① A PDF file for submission is automatically created. Click “Download application form (PDF)” to download the file. Please keep the file. If you need to make corrections, return to the application form using “Revise the application form.”
- ② Click the “Submit” button to send the application form for submission (PDF) to the joint research application staff.
- ③ The following message will be displayed. The application is completed.

### Submission of application form

2)Input body of application form I >>(3)Input body of application form II >>(4)Confirmation an

**The procedure is not yet complete.**  
**Click the “Submit” button after reviewing the application form for submission and submit it to the joint research staff.**

The application form for submission (PDF) has been generated. Please download and keep it.

Download application form (PDF)

↓

Submit the application form (PDF) to the joint research staff.

Submit

If you need to make corrections, please click the 'Revise the application form' button to return to the application form and make the necessary changes.

Revise the application form

### Application is completed

Application is completed.  
Please wait for a response from the joint research staff.

Return to My Page



## 9. Check the application status.

Click the “Application (New/Resume)” button in “List of applications” displayed in “My Page” to check the application status.

The application status will be shown as follows.

- Under Editing or Submitted Application --- Displays an application submitted or being edited. If the application is being edited, it can be withdrawn. If the application has been submitted, it cannot be withdrawn. To withdraw a submitted application, contact the [joint research application staff](#).
- Additional Application --- Multiple applications can be made within an application period. To make an additional application, select “Additional Application” and fill out the application form. The operating procedure is the same as that for a new application.

### Application status

Application Name: FY2024 Joint Research Task 1st Proposal (Fixed-term, w/wo research fund)

Application No.: 2024-1-0

UserID= [REDACTED]

Name: [REDACTED]

#### Under Editing or Submitted Application

Application No. (Individual): [REDACTED]	Research title (Japanese/English): No data	<a href="#">Under Editing</a>	<a href="#">Withdraw</a>
Filling date of application: [REDACTED]	Title	<a href="#">Application (Resume)</a>	<a href="#">Withdraw (Delete)</a>

#### Additional Application ([Up to Two Applications Allowed within the Fiscal Year])

<a href="#">Additional Application</a>	<a href="#">Additional Application</a>
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## Chapter 4. Operation of other user-related functions

This chapter explains the operation of other user-related functions.

1. If you forgot your login password.

Click “Forgot my password” on the login page to go to the password reset process.

### User Login

Please enter your E-Mail address and password.

E-Mail address:

Password:

[Create a new account](#)

[Forgot my password](#)

※英語による申請については、海洋エネルギー研究所世話人にご相談ください  
 ※Please consult with Institute of Ocean Energy, Saga Univ. (IOES) organizer about the application in English.  
 ※If you require the English application form, please look at the [English page](#).

Enter your registered email address and name.

### Procedure of password reset

Please input your E-Mail address and name.  
We will send you a URL for the password change page to the E-Mail address you provided.

**E-Mail address:**

**Name:**

(Please put a space between the first name and family name. e.g.:SAGA M.Taiyo)

[Return to login page](#)

### Procedure of password reset

Please confirm your email address and name.  
If there are no mistakes, please click the 'Submit' button.  
We will send you a URL for the password change page to the E-Mail address you provided.

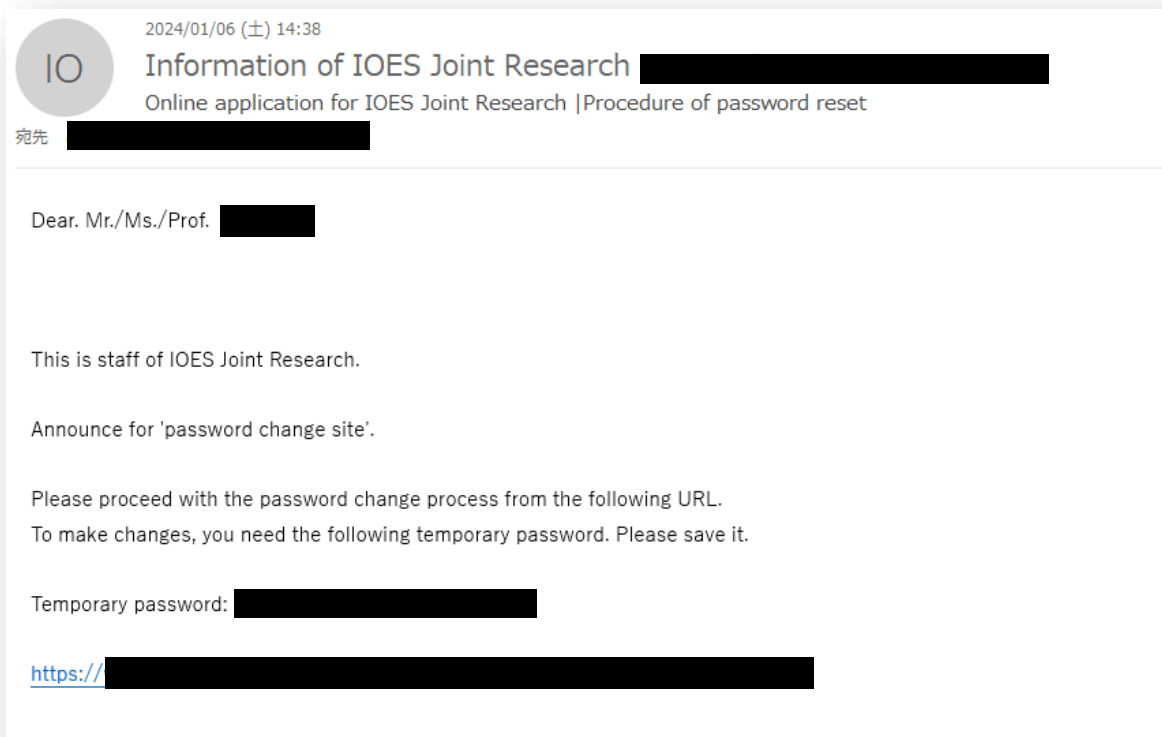
E-Mail address: [REDACTED]  
Name: [REDACTED]

[Return to login page](#)

### URL for proceed of password reset has been sent.

E-Mail submitted to: [REDACTED]  
Check your inbox for received email.  
Please close this page.

You will receive a URL for the password reset process by email. Click the URL and go through the process.



On the password reset process page, you need to enter your registered **email address, name and telephone number**. Make sure that the entered information is correct. If it is not correct, you cannot go to the next page. **Make sure that there is a space between your first name and family name.** If the registered email address or telephone number is no longer valid and you cannot proceed with the reset process, contact the [online application system staff](#).

## Procedure of password reset

Please enter your registered Email address, Name, Phone number, and input new password.

E-Mail address: [Required]	<input type="text"/>
Name: [Required]	<input type="text"/> <small>Name (First name, Last name)                  (Please put a space between the first and last name. e.g. SAGA M. Taiyo)</small>
TEL: [Required]	<input type="text"/> - <input type="text"/> - <input type="text"/> <small>((e.g.) 81-952-288624, Country code-XXXX-XXXXXX )</small>
Temporary password:	<input type="text"/>
New password:	<input type="text"/>
New password (for confirmation):	<input type="text"/>

[Return to login page](#)

This concludes the explanations of the application process.