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

NOTE:

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

- **When you would like to correct the collaborating researcher's information in case of misregistration when applying.**

- **If you need to change the account information of a collaborating researcher after the application period (because it can only be updated during the application period of the collaborative research).**

e.g.

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

(Incorrect) Thomaaas
->(Correct) Thomas

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

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

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

⚠️

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

	氏名 Full Name	所属機関 Affiliate	部局 Depart ment	職名 Title	役割分担 Respons ibilities	来所の有無 Will they come to NIPS?		来所日程(※) 例：0泊1日1回(日帰り) 等 Planned* Example: 0night 1day 1time(for one-day trip) etc.
申請者 Representative remove						☑ 有 Yes ☐ 無 No	─ ＋	0 泊 nights 1 日 days 1 回 times
所内対応者 NIPS person in charge remove						☐ 有 Yes ☑ 無 No	＋	
共同利用研究者 Joint researcher remove						☐ 有 Yes ☑ 無 No	＋	

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

mail to member(s)   ※一時保存してからご利用ください。

合計 (Total) 3   名 (Members)

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

	氏名 Full Name	所属機関 Affiliate	部局 Depart ment	職名 Title	役割分担 Respons ibilities	来所の有無 Will they come to NIPS?		来所日程(※) 例：0泊1日1回(日帰り) 等 Planned* Example: 0night 1day 1time(for one-day trip) etc.
申請者 Representative remove						☑ 有 Yes ☐ 無 No	▬ +	0 泊 nights 1 日 days 1 回 times
所内対応者 NIPS person in charge remove						☐ 有 Yes ☑ 無 No	+	
共同利用研究者 Joint researcher remove						☐ 有 Yes ☑ 無 No	+	

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

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合計 (Total)   3   名 (Members)

Click on the "4.組織(members)" tab to open the registration page for collaborative researcher and click on the grayed-out area in the "共同利用研究者(Collaborative Researcher)" and/or "研究補助者(Assistant researcher)" information field.

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

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

Please read the instructions for handling personal information (*) and click **Accept** .

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

With the consent of the principal investigator, personal information provided in the application form will be provided to parties not affiliated with the National Institutes of Natural Sciences (NINS) to the extent necessary for the review of the application, and will be used by NINS and the relevant research term(s) for the purpose of conducting joint research, management and statistical processing.
In addition, your name, affiliation, and job title may be displayed on the screen when you complete the application form in NOUS. The personal information provided in the application form will not be used for any purpose other than those described above.

Please fulfill the researchers information.

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

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

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

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

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Once you have updated your application, click on **Save App.** in the green bar at the top left of the application form to temporarily save the updated information.

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

Inquiry

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

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

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✉ **MAIL   r7133@orion.ac.jp**