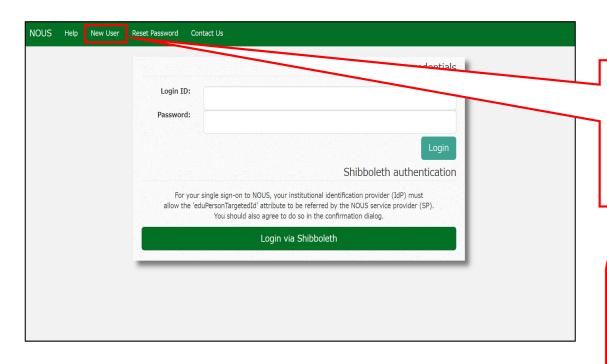
How to create a NOUS account

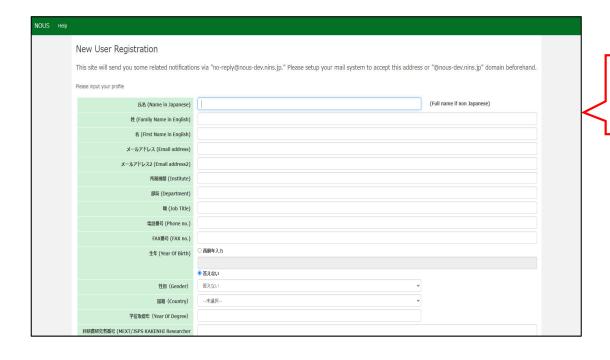


Open the login page for NOUS from here

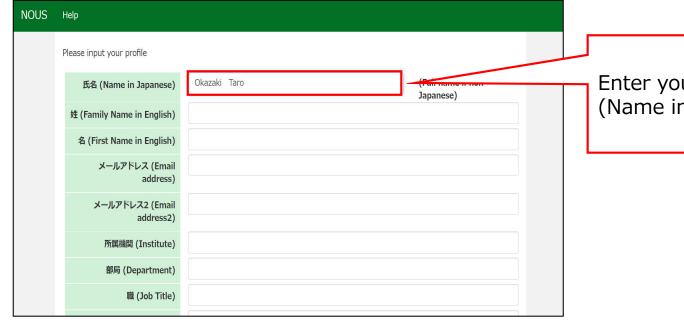
(https://nous.nins.jp/user/signin). And then click on the New User button on the login page.



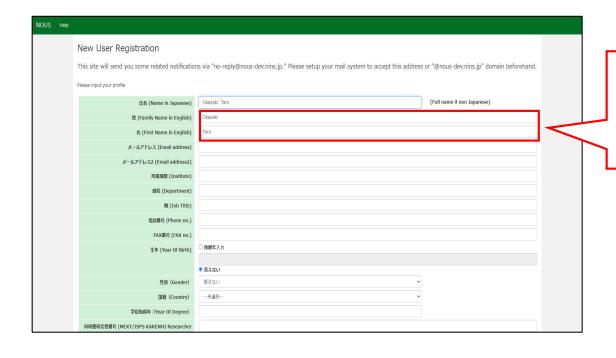
Please note that it may take 2-3 days at the longest until your account is activated, because stuff at Okazaki Administration Center must accept your request. Please do not forget to leave extra time.



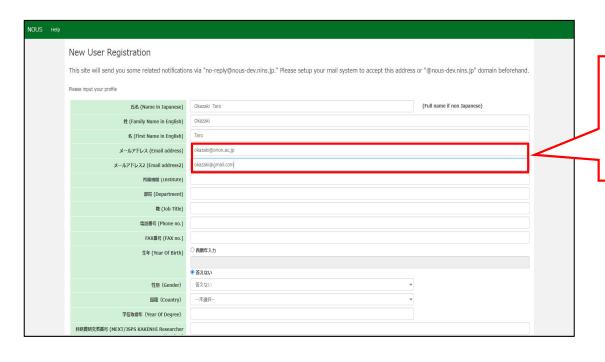
Make sure the webpage has been switched to registration page.



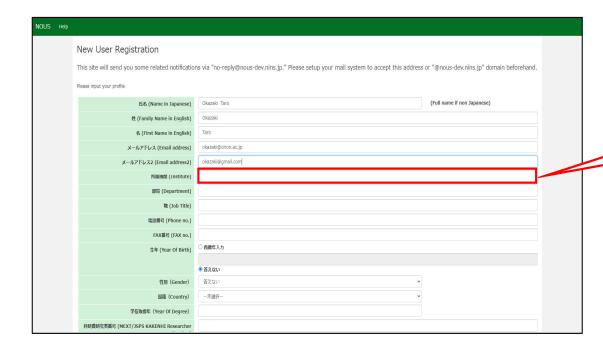
Enter your full name in the "氏名 (Name in Japanese)" field.



Enter your family name(姓) and first name(名) in each field.



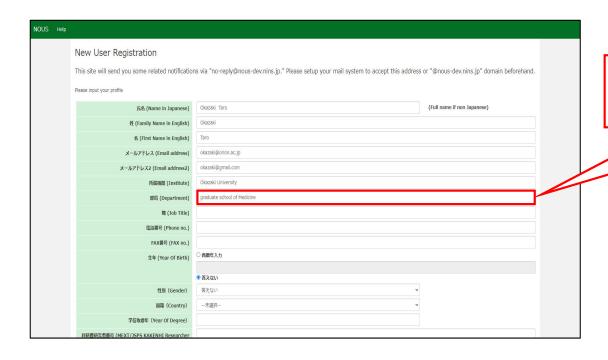
Enter your email address. If necessary, you could add an other email address in the "メールアドレス 2 (Email address2)" field.



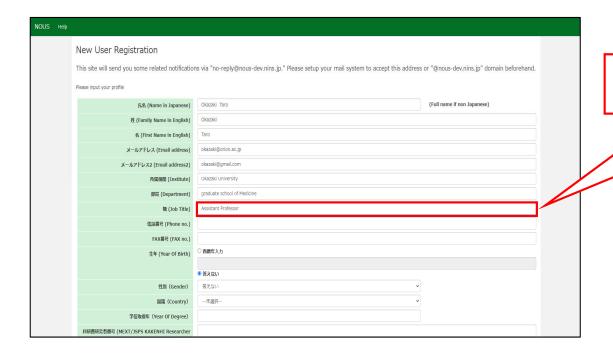
Enter the name of your institute.



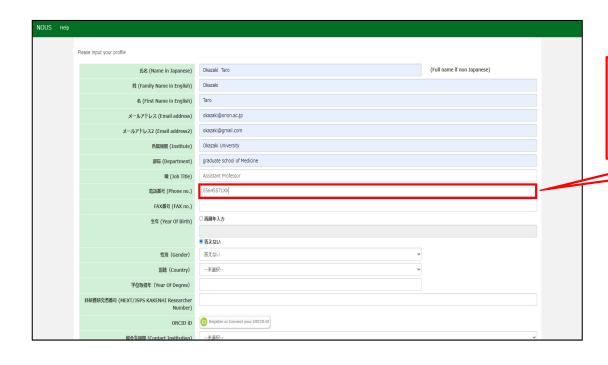
Even if you are going to transfer, please register current information.



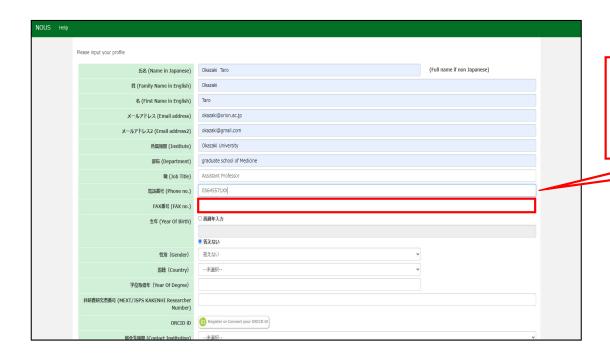
Enter the name of your Department.



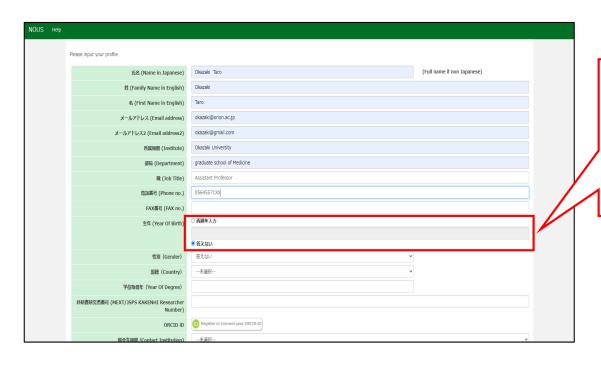
Enter your job title.



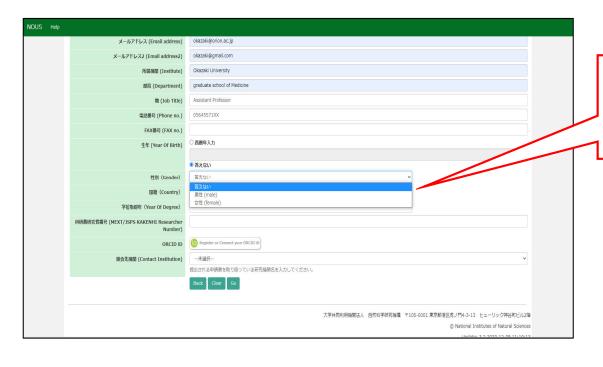
Enter your work phone number. Phone number must be filled to register your account.



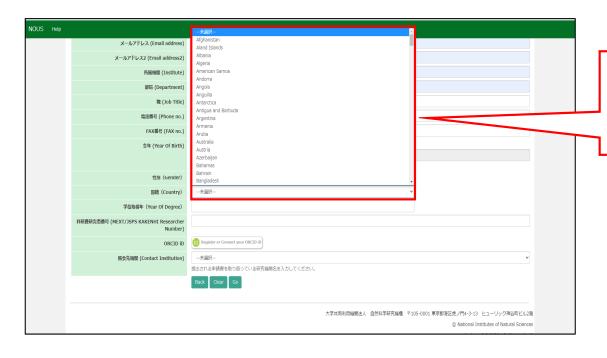
Fax number is optional. Please enter fax number if necessary.



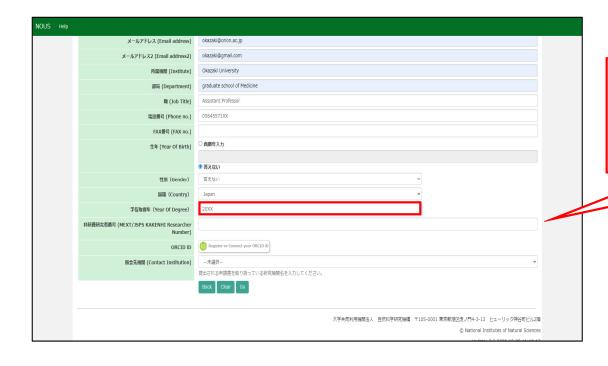
Enter your year of birth in the "西暦年入力(year of birth)" field. If you do not would like to answer, please select "答えない(I will not answer.)".



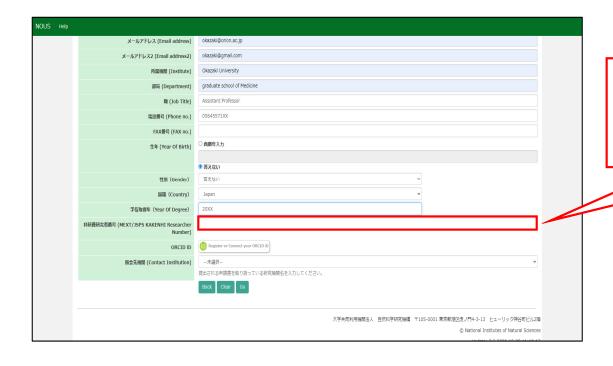
Select your gender. If you do not would like to answer, please select " 答えない(I will not answer.)".



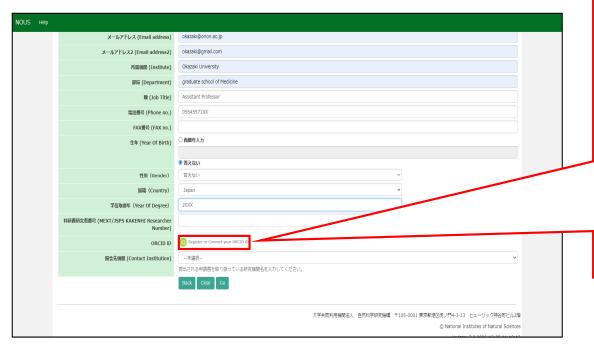
Select your country. "未選択" means "blank", thus please do not leave the filed as "未選択".



Enter your year of degree. Year of degree must be filled to register your account.



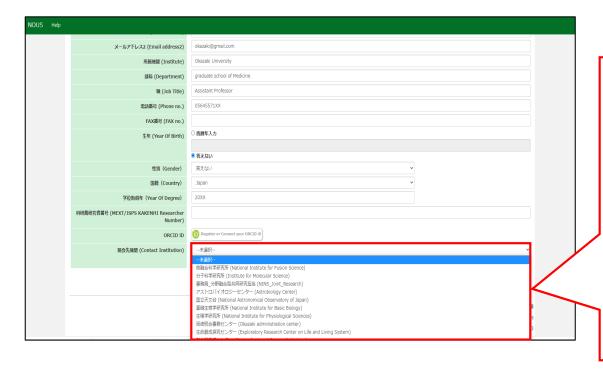
Enter your MEXT/JSPS KAKENHI Researcher Number if you need.



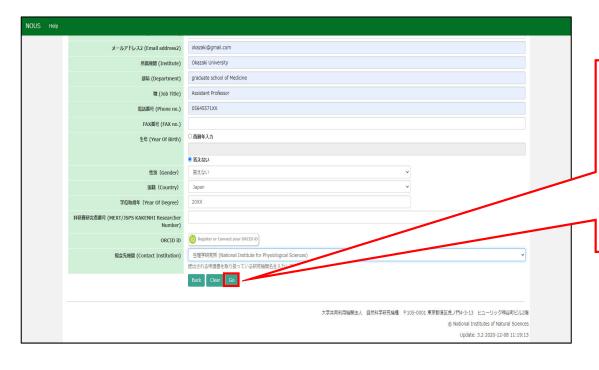
Click the button



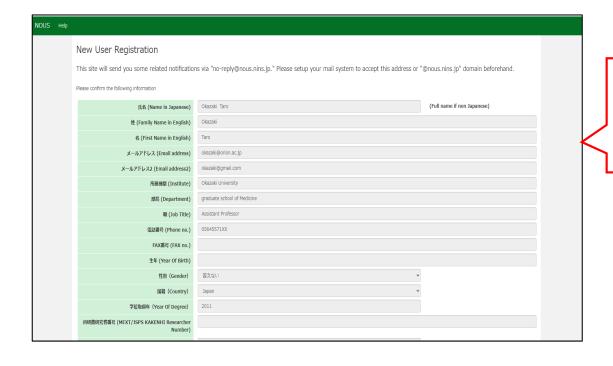
in order to register your ORCID ID. It's optional, however, if you register the ORCID ID here, you could use ORCID when you register information regarding your research papers while filling in proposals.



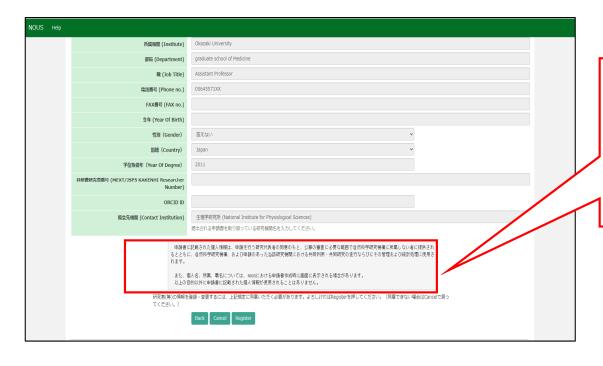
Select an institution where you are going to conduct your research project in the "照会先機関(Contact Institution)" field. "未選択" means "blank", thus please do not leave the filed as "未選択". This column must be answered to finish registering your information.



After filling necessary columns, please click the button Go to move onto next step. If you would like to delete all information and enter them again, please click the button Clear next to Go.



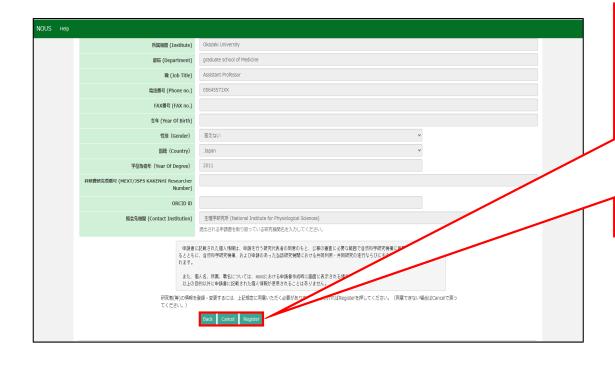
Please confirm the webpage has been switched to confirmation page and check all information is correct.



There is the statement concerning the treatment of your personal information below the registration form. Please read the statement in English on the next page. The statement Concerning Treatment of Your Personal Information upon New User Registration.

Please note:

- Your name, institute and job title could be displayed in application forms while representative researchers are filling them online via NOUS.
- Your personal information in application forms may be provided to both the staff in National Institutes of National Sciences and the people in other institutes upon examining the proposals with permission from representative researcher.
- In addition, your personal data may be used for conducting, managing research projects you might join and statistical works at both National Institutes of National Sciences and other institutes involved in the researches.
- Your information will be used only for above purposes.



After confirming the statement, click on Register if you agree. Unless you agree the statement, you can not register your account on NOUS. In case you want to revise your information, click on Back to go back to previous page. If you do not agree, please click on Cancel.



After submitting your registration form, confirmation mail concerning acceptance of your request will be sent to the address you registered.



Please note that it may take 2-3 days at the longest until your account is activated, because stuff at Okazaki Administration Center must accept your request. Please do not forget to leave extra time.

[NOUS] - User Admin/10719 >> 受信トレイ×



no-reply@nous.nins.jp To 自分 *

いつも自然科学共同利用・共同研究統括システム(NOUS)をご利用いただきありがとうございます。

以下のアカウントより、パスワード(再)設定の依頼を受け付けました。

Login ID:

この依頼が正しければ、以下のURLよりパスワードを(再)設定してください。もし依頼に覚えがない場合は、そのまま無視していただいて結構です。(メールを連やかに削除してください)

for Login ID: https://nous.nins.jp/user/resetpassword/l88PRF5ylCcgdaBQ5uZ910460

本件に関して何かご質問、問題等がございましたら、 https://nous.nins.jp/user/contactus までご連絡ください。

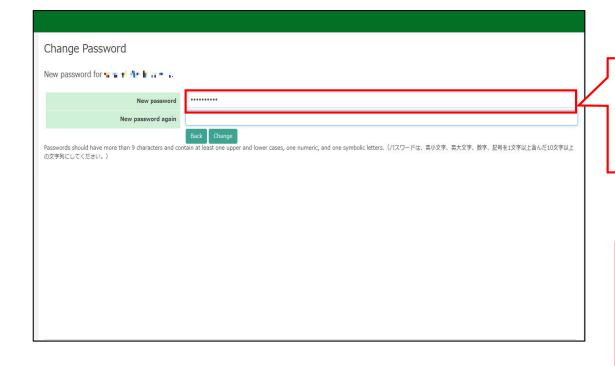
Dear Nous user:

A request has been received to (re)set the password for above-mentioned user account. If this request was properly made by you, please reset the password through the above URL. If not, you have nothing to do and just ignore this e-mail. (Rapidly deleting this e-mail would be recommended.)

Any questions and comments may be sent via "https://nous.nins.jp/user/contactus"

NOUS: https://nous.nins.jp/

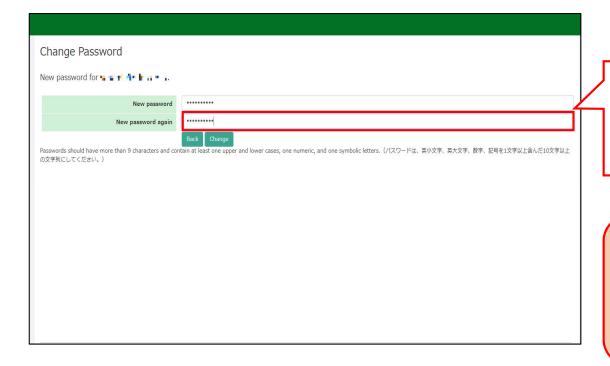
After your request is accepted, an email to set up your password will be sent via NOUS. Please click the URL in the massage and open the webpage.



Please enter your password in the upper column on Change Password page.



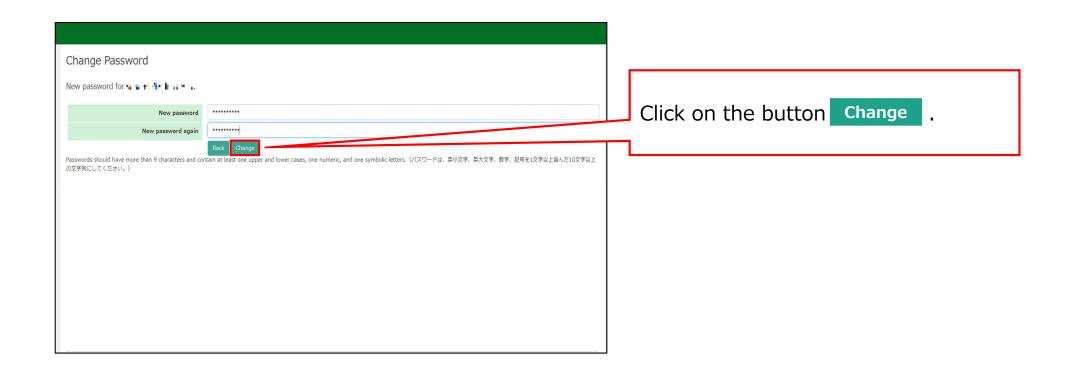
Passwords should have more than 9 characters, at least one upper or lowercase letter, and one alphanumeric symbol.

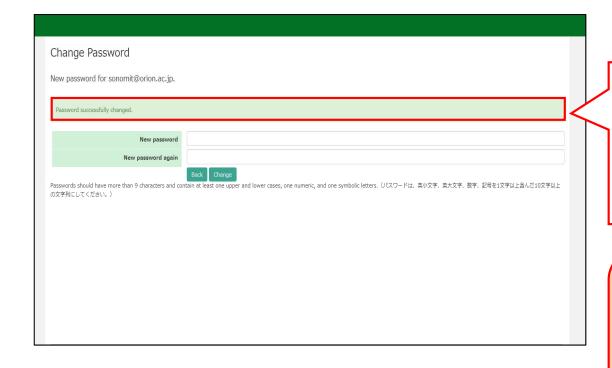


Please enter the password again in the lower column for confirmation.



Please take care to enter correct password.

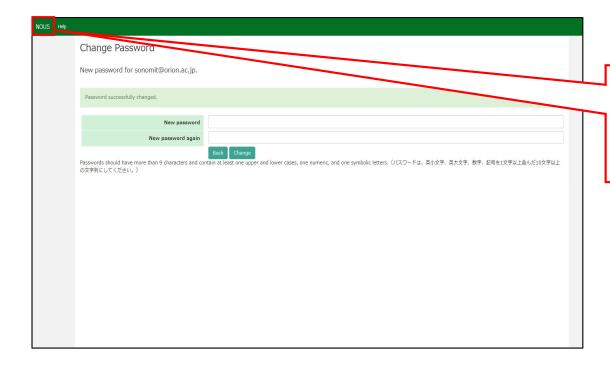




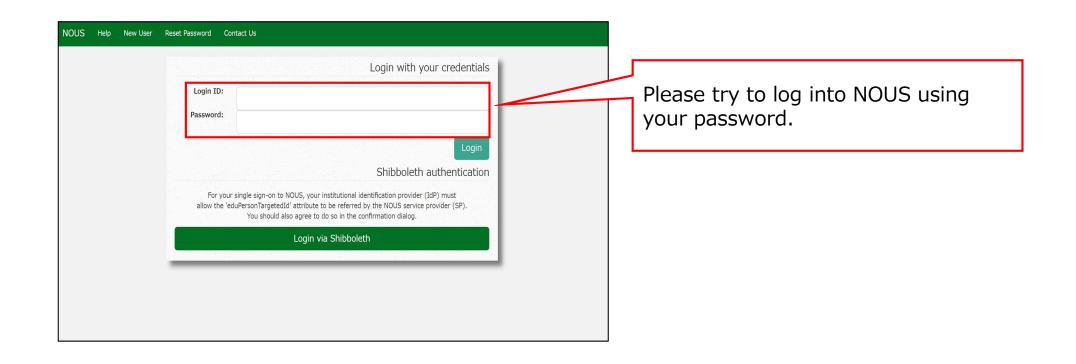
At this point, your password has been set. Please confirm that the "Password successfully changed" message has been displayed at the upper part of the screen.



If you see the error "Already changed", the password setting has failed. Please re-enter the password setting screen from the URL in the user approval email.



And then click on NOUS button on the page and go back to login page (https://nous.nins.jp/user/signin).



The process of creating a NOUS account is completed.

Inquiry



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



Address

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

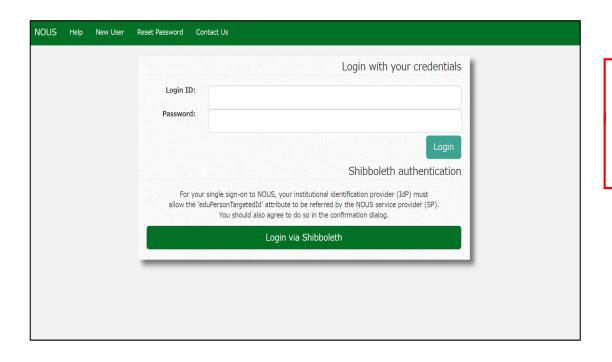


TEL 0564-55-7133



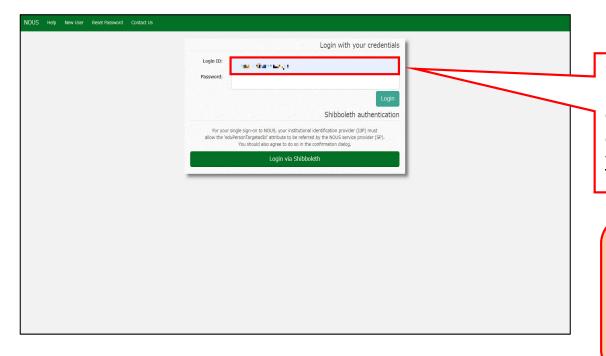
MAIL r7133@orion.ac.jp

How to log into NOUS with Two-Step Verification



Please open the login page for NOUS from here

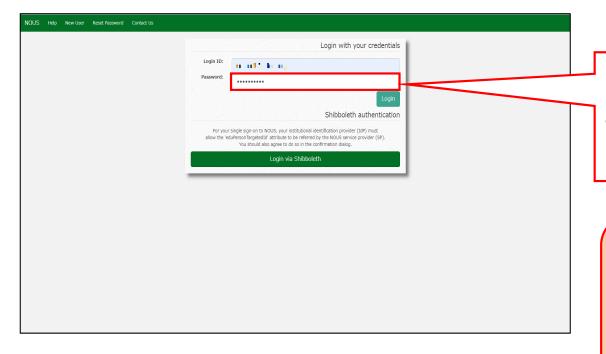
(https://nous.nins.jp/user/signin).



Please click an Login ID entry field and enter your ID using your email address, which you registered when you applied for an user account.



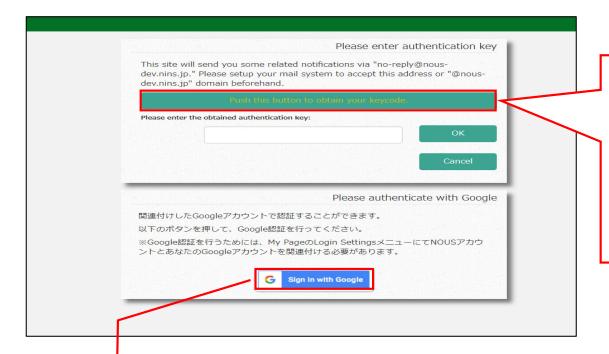
If you can not remember your Login ID, please send us email. There is our email address in "Inquiry" below.



Please click an password entry field and enter your password. After that, please click the button Login .



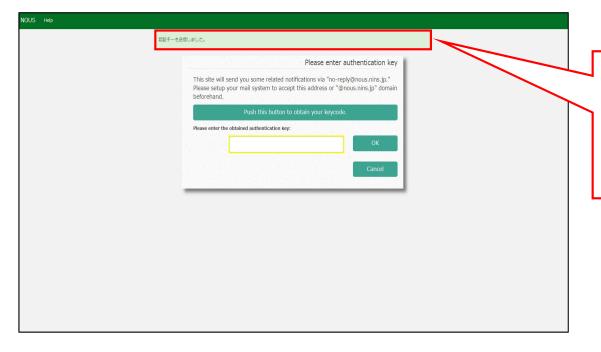
If you can not remember your password and would like to reset it, please check "Resetting password" below.



Please confirm the webpage has been switched and your ID and password are correct. After that, Please click the button

Push this button to obtain your keycode to obtain a verification code.

If you wish to link your NOUS account with your Google account, you will first need to log in to your NOUS My Page using two-step verification and set it up.



Please confirm the message "認証キーを送信しました", which means an verification code has been successfully sent.



Please open an email sent via NOUS which subject is "認証コードの送付 (Sending a Verification Code)". The email is sent to your registered email address.

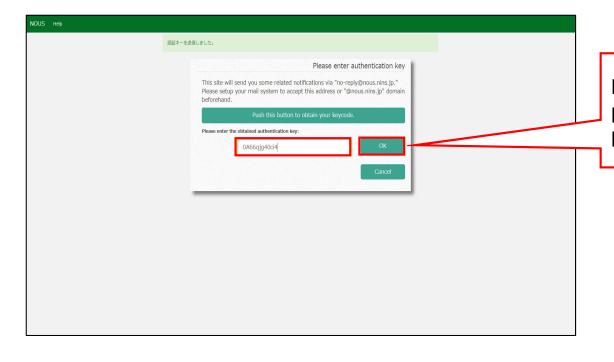
Please copy characters in the email. "認証‡—" means a verification code in Japanese.



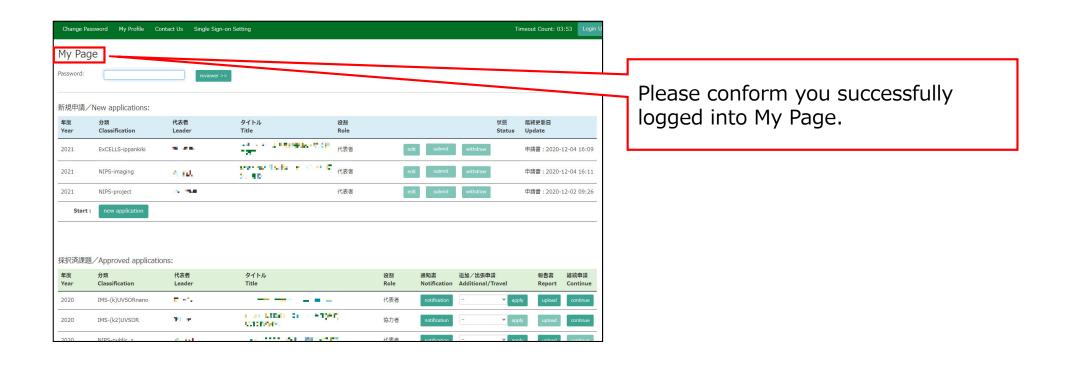
The code is valid for 10 minutes.

If you need a new one, please go
back to the webpage and click the

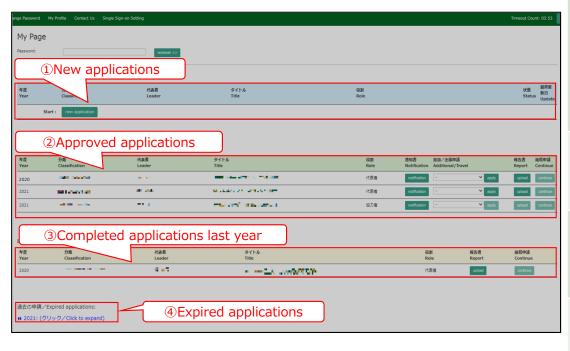
Push this button to obtain your keycode
button again.



Please go back to the login page and paste the code into the field. Then please click the button OK.



My Page displays [New applications], [Approved applications], [Completed applications last year], and [Expired applications], so please check them as necessary.



Contents	Information to be displayed
①New applications	The proposal which is yet to be reviewed will be displayed here. In order to create a new application, click New application button to launch the application form.
②Approved applications (Proposals already accepted)	This item displays the proposals that have been accepted this fiscal year.
③Completed applications last year(Proposals already accepted in the previous fiscal year)	This item displays the proposals that were accepted last fiscal year.
④Expired applications(Past Proposals)	In this section, rejected proposals and proposals that were accepted two or more years ago are displayed. Click on the blue text that says "Click to expand" to view the applications for the corresponding year.

Inquiry



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TEL 0564-55-7133



MAIL r7133@orion.ac.jp

How to enable Single Sign On for NOUS with Google account

What is Single Sign On?

When you use several Web systems and log into any one of them, you do not have to log into the other systems if you could use Single Sign On.

Thus if you set up SSO, you do not have to use two-Step Verification for logging into NOUS and could simplify the process.

If you want to use SSO for NOUS login, you can enable it with a system called Shibboleth or a Google account.* If you want to use Shibboleth for SSO, please refer to the manual "How to enable Single Sign On for NOUS with Shibboleth " on the Institute's website.

NOTE

Only users who fulfill the following requirements can use Single Sign On for logging into NOUS:

>>For using Shibboleth:

- Your institute is authenticated as a member of Academic Access Management Federation in Japan (GakuNin*).
- Your institute give permission to use Single Sign On for NOUS.

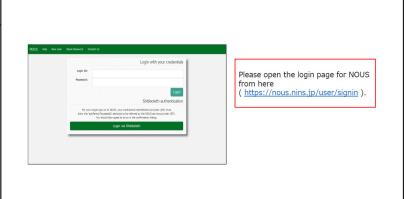
Please ask person in charge at your institute if you would like to know whether you could use SSO or not.

*If you would like to know more about GakuNin and Shibbpleth, please check the following URL. (https://www.gakunin.jp/en)

>>For using Google account:

You will need a Google account.

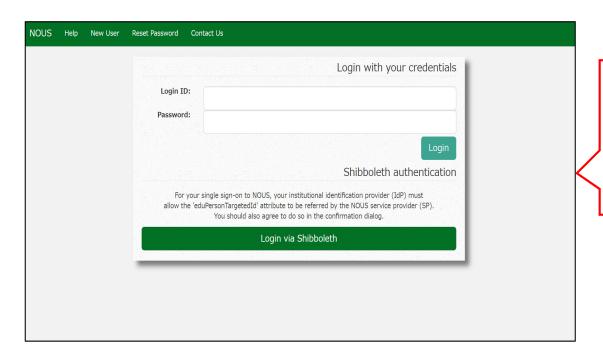
How to log into NOUS with Two-Step Verification



The first step is to log in to NOUS with two-step verification. If you want to know how to log into NOUS, you can find guidelines in English on the Insitute'website.

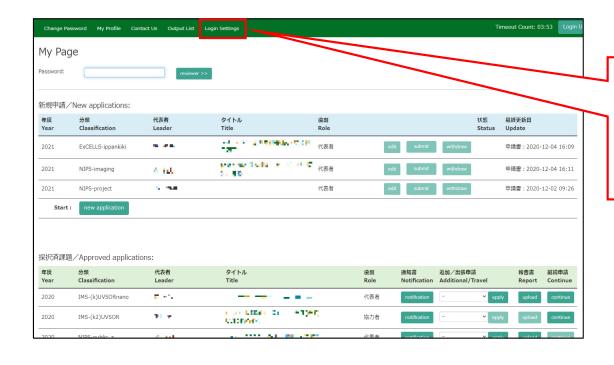


In order to activate Single Sign On, you need to log into NOUS with two-step verification and set it up from My Page at first.

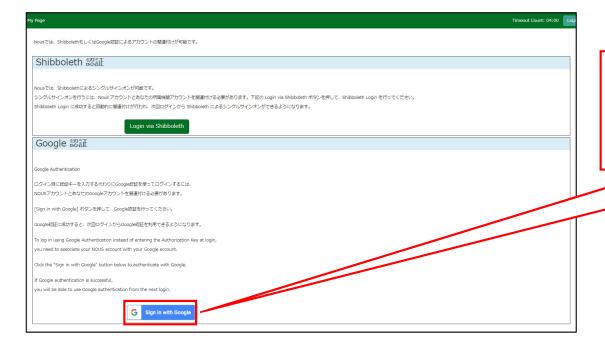


Open the login page for NOUS from here

(https://nous.nins.jp/user/signin) and log in to NOUS by using two-step verification.

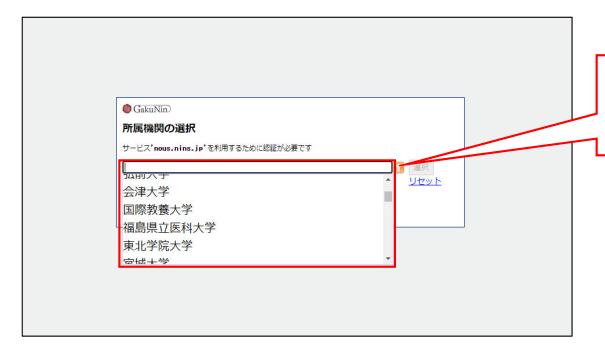


After entering My Page, please click the button Login Settings in the green bar at the upper part of the screen.



Check the instructions for linking your Google account with NOUS, then click sign in with Google button.





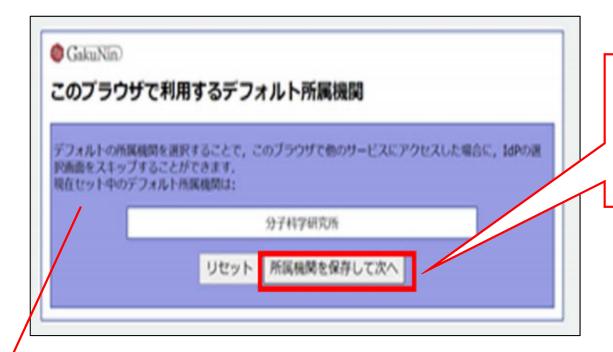
Please select your institute from the drop-down list.



After selecting your institute, please select the button 「選択(Select)」.



Then you could see the login page of your institute. Please enter ID/Username and password and log into the system. (*The example is login page of IMS.)

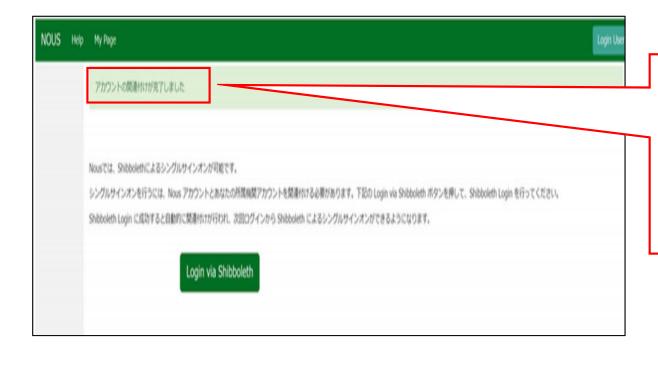


Please register your institute to skip the above process by clicking 「所属機関を保存して次へ(Please select your institute and go to the next step.)」

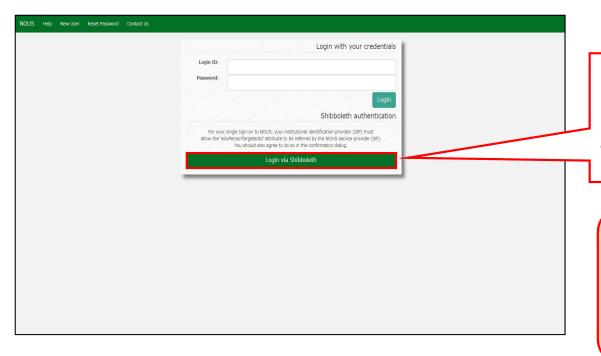
*The whole Japanese description above the buttons says:

"The whole Japanese description above the buttons says:

If you register your institute, you could skip the process of selecting your institute next time you visit the system with the same browser. Your selected institute is below:"



At this point, Shibboleth has been set up. Please confirm that the 「アカウントの関連付けが完了しました(Your account is authenticated for Shibboleth.)」 message has been displayed at the upper part of the screen



Please go back to login page (https://nous.nins.jp/user/signin) and click the button



Please do not enter your ID or password in upper entry fields.



Please follow the instructions the Gakunin system at your institute indicates and log into NOUS. After this setting, you do not need to perform two-step verification using the authentication key.

The process of enabling Single Sign On for NOUS with Shibboleth is completed.

Inquiry



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



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TEL 0564-55-7133



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How to enable Single Sign On for NOUS with Shibboleth

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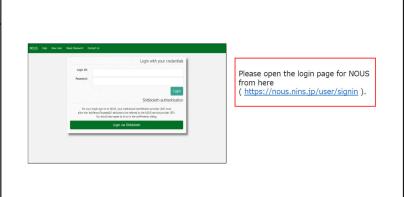
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>>For using Google account:

You will need a Google account.

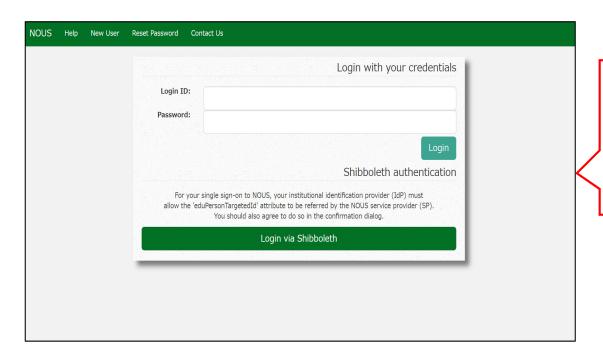
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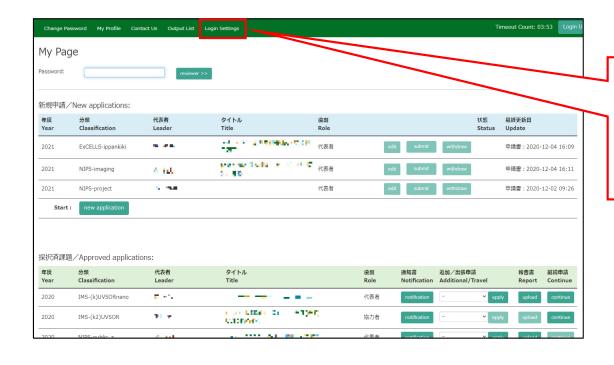


In order to activate Single Sign On, you need to log into NOUS with two-step verification and set it up from My Page at first.

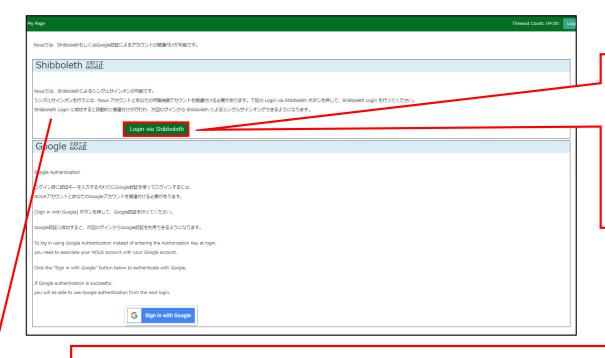


Open the login page for NOUS from here

(https://nous.nins.jp/user/signin) and log in to NOUS by using two-step verification.



After entering My Page, please click the button Login Settings in the green bar at the upper part of the screen.



Please click Login via Shibboleth .
All of the written description above the button explains that you need to set up Shibboleth at first to use SSO.*

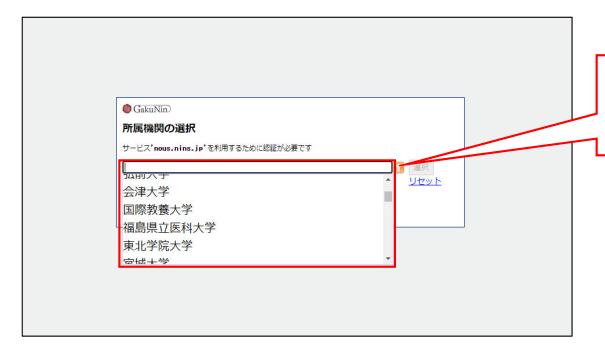
*The whole Japanese description above the buttons says:

"NOUS allows single sign-on with Shibboleth. In order to use single sign-on, you need to link your NOUS account with your institution's Shibboleth account. Click on the Login via Shibboleth button below to set up your account.

This setting will enable single sign-on with Shibboleth from the next login"



Please click the arrow next to the Japanese text「所属機関の選択(Select your Institute)」.



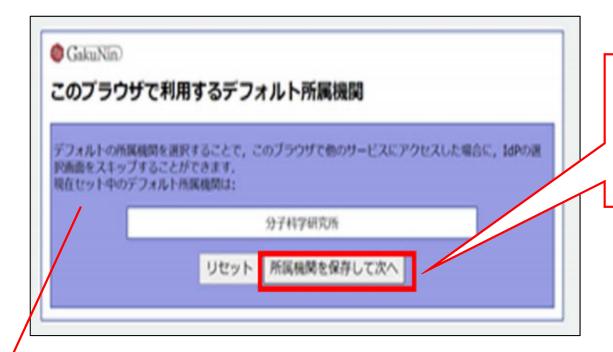
Please select your institute from the drop-down list.



After selecting your institute, please select the button 「選択(Select)」.



Then you could see the login page of your institute. Please enter ID/Username and password and log into the system. (*The example is login page of IMS.)

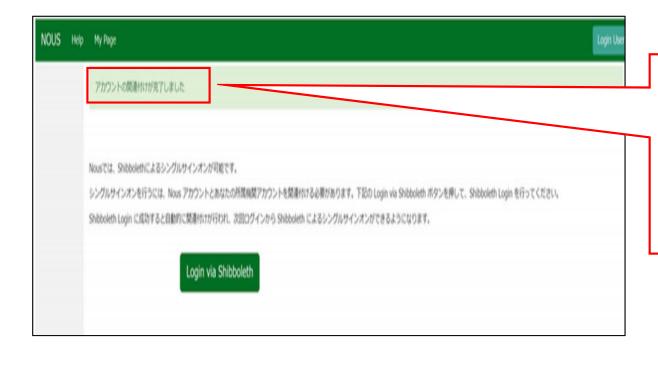


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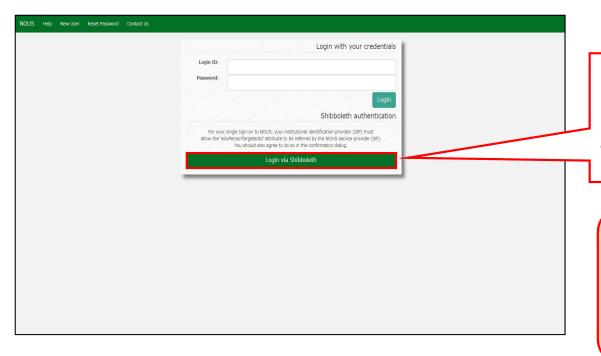
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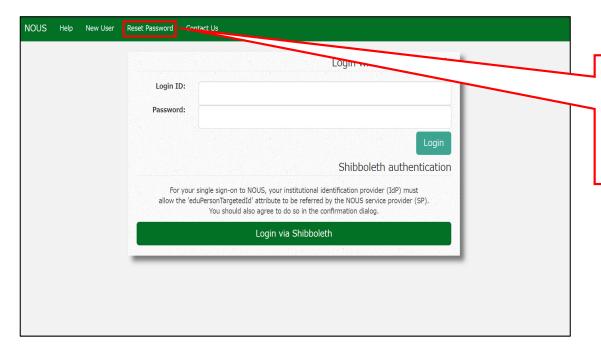


TEL 0564-55-7133

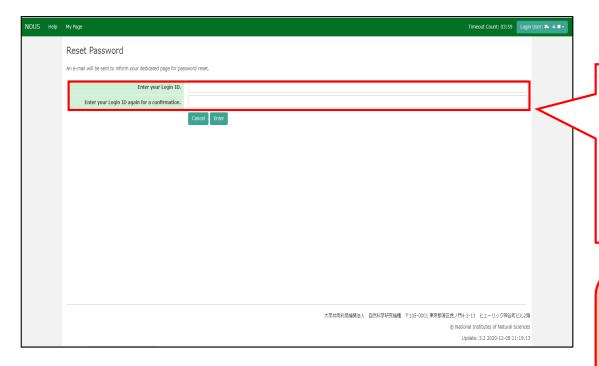


MAIL r7133@orion.ac.jp

How to reset your password



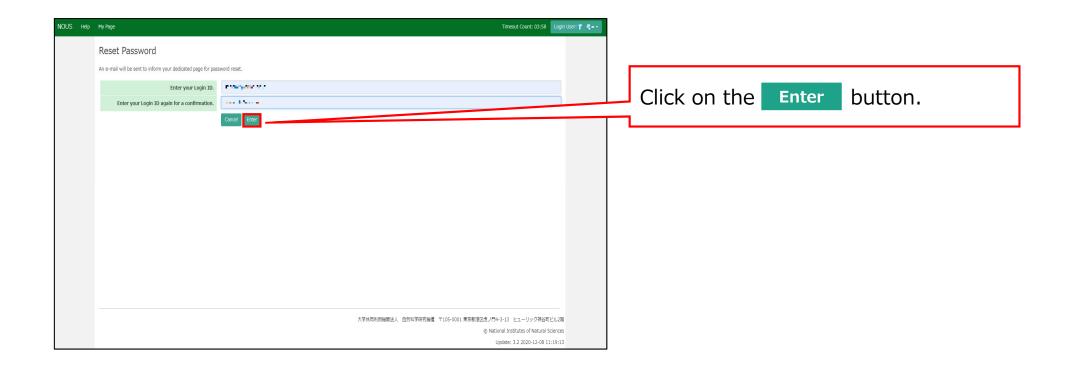
Click on the button Reset Password menu on the login page (https://nous.nins.jp/user/signin).

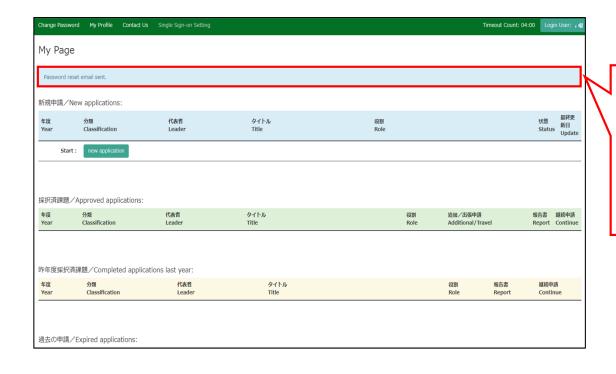


Enter your Login ID (the email address you registered when you applied for a new user) in the field marked [Enter your Login ID.] and enter it again at the bottom for confirmation.



If you forget your login ID, please contact the Joint Research Section using the contact information on the last page.





Comfirm that the "Password reset email sent." message has been displayed at the upper part of the screen.

[NOUS] - User Admin/10719 > 受信トレイ×



no-reply@nous.nins.jp

To 自分 ▼

いつも自然科学共同利用・共同研究統括システム(NOUS)をご利用 いただきありがとうございます。

以下のアカウントより、パスワード(再)設定の依頼を受け付けました。

Login ID:

この依頼が正しければ、以下のURLよりパスワードを(再)設定 してください。もし依頼に覚えがない場合は、そのまま無視して いただいて結構です。(メールを速やかに削除してください)

for Login ID: https://nous.nins.jp/user/resetpassword/l88PRF5ylCcgdaBQ5uZ910460

本件に関して何かご質問、問題等がございましたら、 https://nous.nins.jp/user/contactus までご連絡ください。

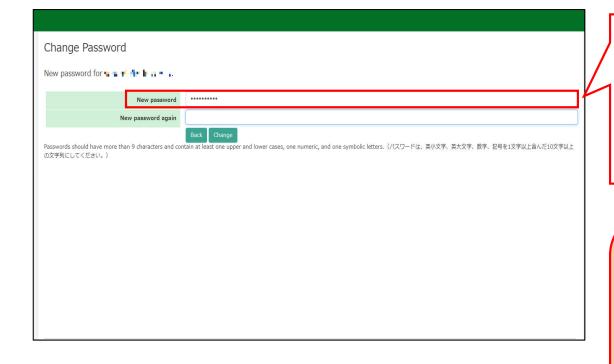
Dear Nous user:

A request has been received to (re)set the password for above-mentioned user account. If this request was properly made by you, please reset the password through the above URL. If not, you have nothing to do and just ignore this e-mail. (Rapidly deleting this e-mail would be recommended.)

Any questions and comments may be sent via "https://nous.nins.jp/user/contactus"

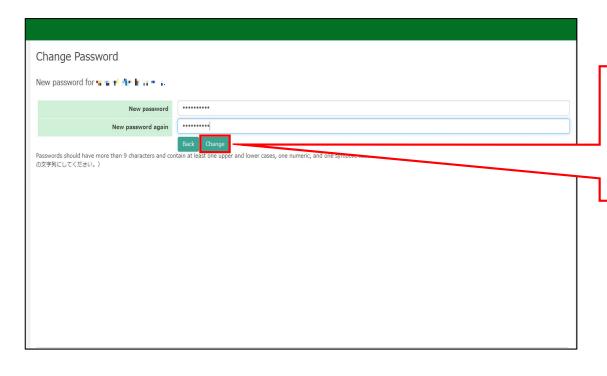
NOUS: https://nous.nins.jp/

An E-mail to reset your password will be sent via NOUS. Please click on the URL and open the window to reset your password.

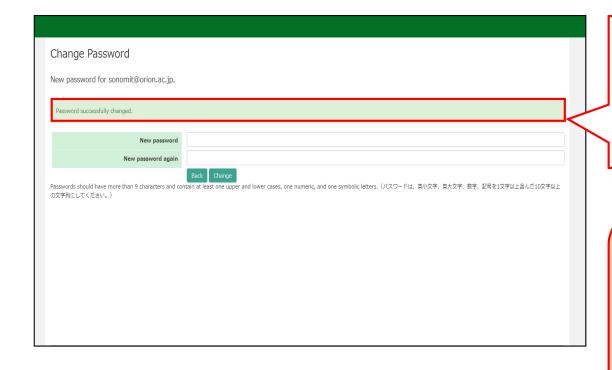


Enter your password in [New Password]. Passwords should have more than 9 characters, at least one upper or lowercase letter, and one alphanumeric symbol.

Do not click the Back button or backward button on your browser until you have set your password. If you click on the Back button or backward button in the middle of the operation, please re-enter the password setting screen from the URL provided in the e-mail.



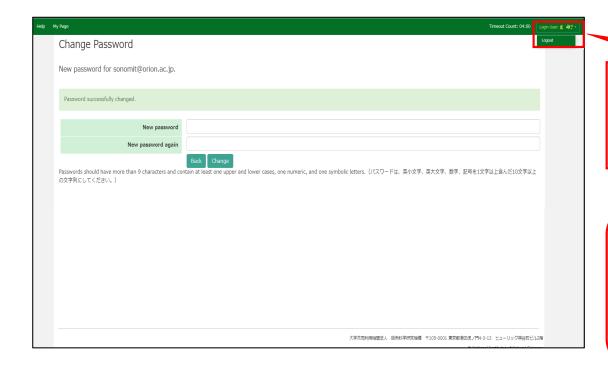
Enter your password again in the [New password again] field for confirmation, and then click on Change button.



At this point, your password has been reset. Please confirm that the "Password successfully changed" message has been displayed at the upper part of the screen.

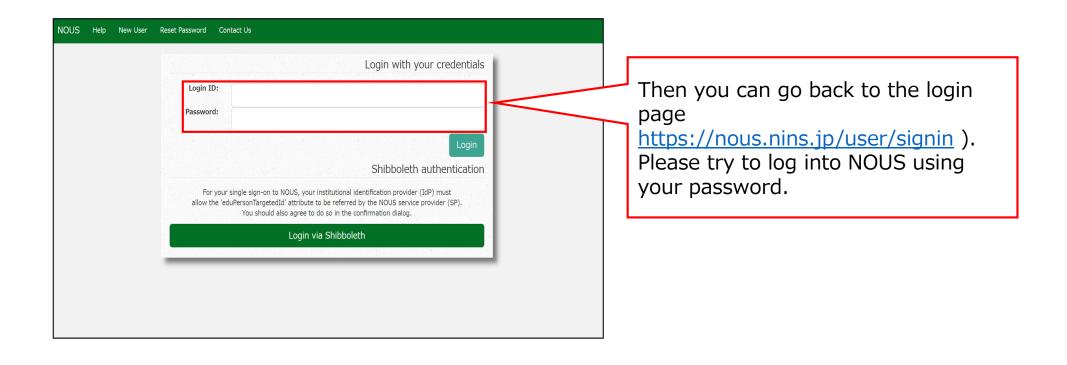


If you receive the error message [Already changed!], the password setting has failed. please re-enter the password setting screen from the URL provided in the e-mail.



Click on Login User: (氏名) button on the page and then click Logout.

If Login User: (氏名) button is not displayed, click NOUS button in the upper left corner of the screen to return to the login screen.



Inquiry



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



Address

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



TEL 0564-55-7133



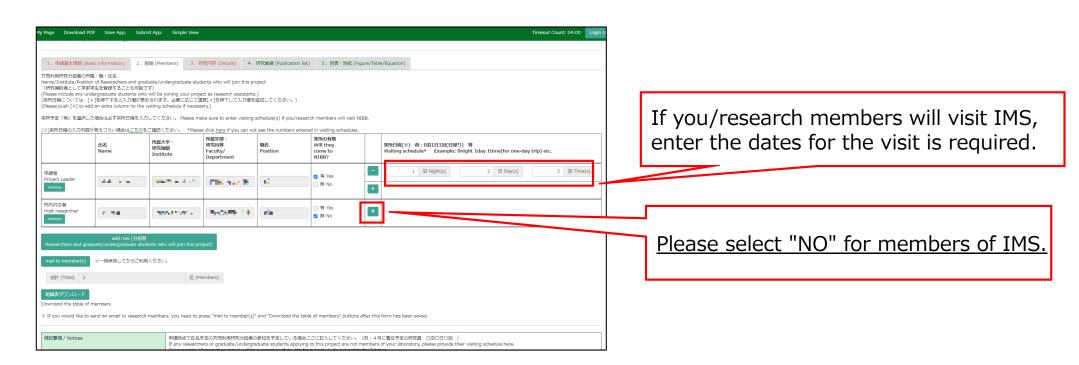
MAIL r7133@orion.ac.jp

How to enter your visit schedule

BEFORE YOU READ THIS GUIDELINE...

NOTE:

- Please make sure to enter planned visiting period(s) if you/research members will visit IMS.
- Please select "NO" for members of IMS.
- If you are unable to see the numbers after entering the dates of your visit, please refer to page 8 onwards of the manual.



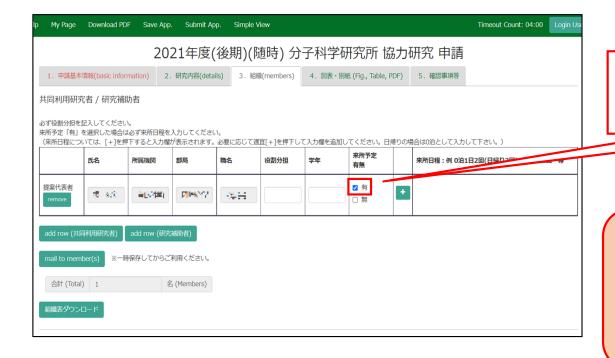
How to enter your visit schedule



Open the "2. 組織・来所計画 / Members" tab of your application form and select "YES" or "NO" in the "来所の有無 (Will they come to IMS?)" column.

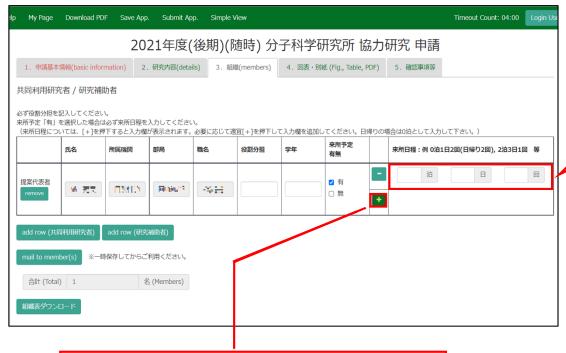


"来所の有無 (Will they come to IMS?)" is a required field. Please select "YES(有)" or "NO(無)".



If "YES(有)" click 🛨 button.

Please be sure to enter the dates even if you are not sure of your visit plans. The schedule at the time of application is fine.



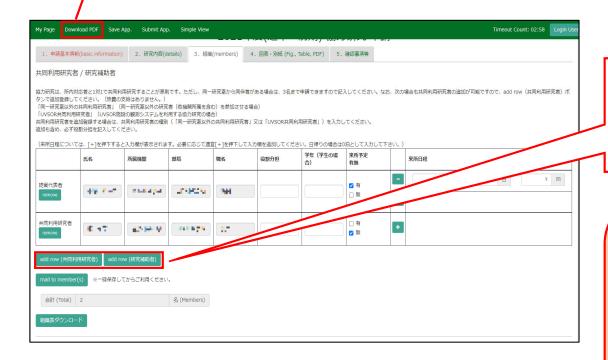
Click to add a field for entering the schedule of your visit.

Please enter the dates of your visit in the field as [● Nights ▲ Days ■ Times]. If you have more than one visit, click on to add more lines.

e.g.

Visiting Schedules	Input Example
One visit for a day trip	0 Nights 1 Days 1 Times
Two visits for three days and two nights	2 Nights 3 Days 2 Times
Two one-day visits.Two visits for one night and two days.	2 Nights 3 Days 2 Times 2 Nights 3 Days 2 Times* (*You can add a column)

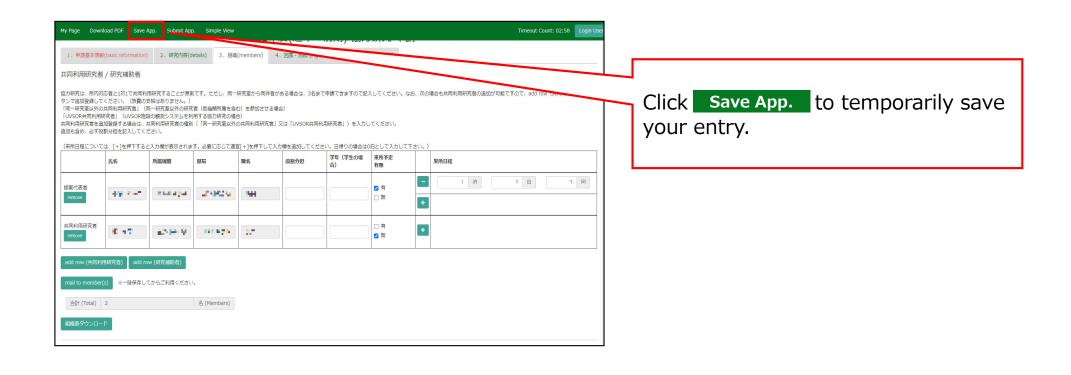
Click on **Download PDF** to download the PDF application form.



To add a Joint researcher or Undergraduate student, click on add row below the table.



If you are unable to enter the numbers, your browser's display zoom factor may be too high. You can lower the display magnification or download the application form in PDF format in order to see the correct display. For more details, please refer to page 8 onwards of the manual.

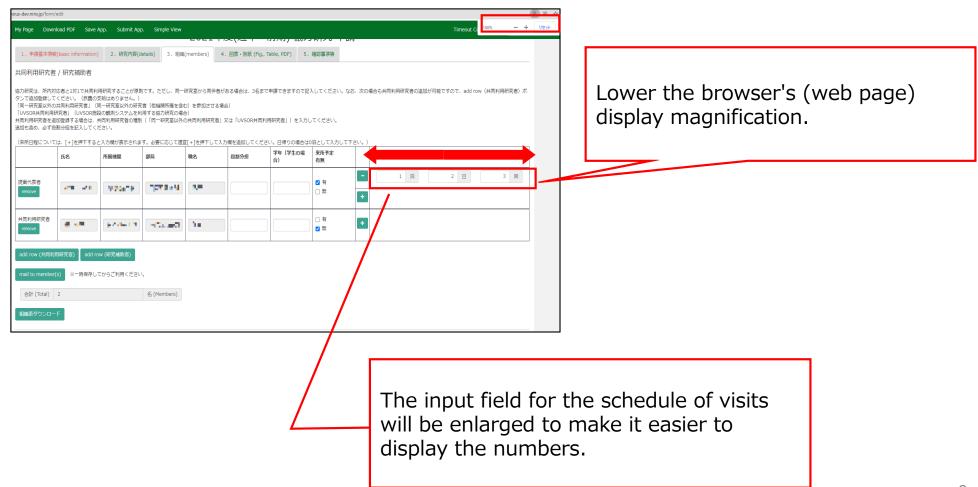


If you are not able to see the dates you entered.



If you enter a number in the "Nights", "Days", or "Times" field and it does not appear, please try the two methods on the next page.

Method 1: Lower the browser's (web page) display magnification



Method 2: Download the application form in PDF format and check the contents.



After saving your application, click on Download PDF in the upper left green bar of the application screen to download a PDF of the application form.

Method 2: Download the application form in PDF format and check the contents.



You can view the schedule of visits on the PDF to confirm your input.

This is the end of "If you are not able to see the dates you entered".

Inquiry



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MAIL r7133@orion.ac.jp

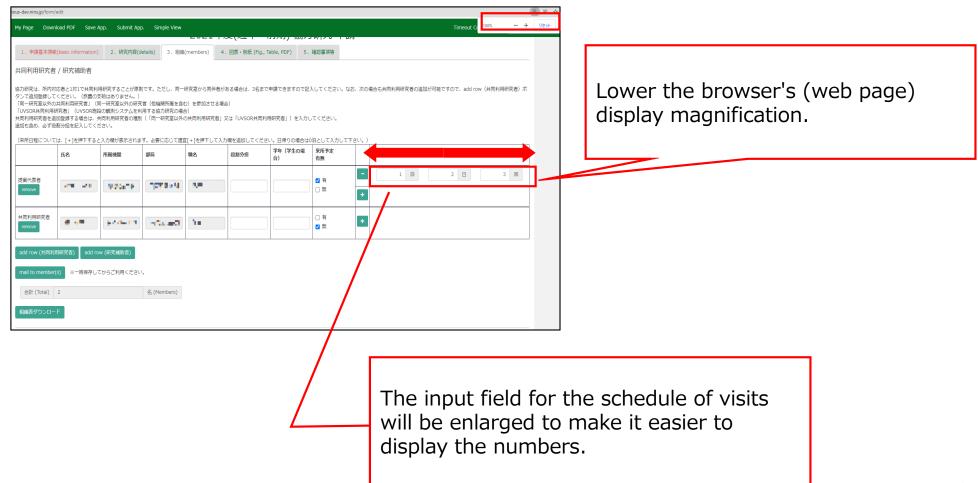
If you are not able to see the dates you entered.

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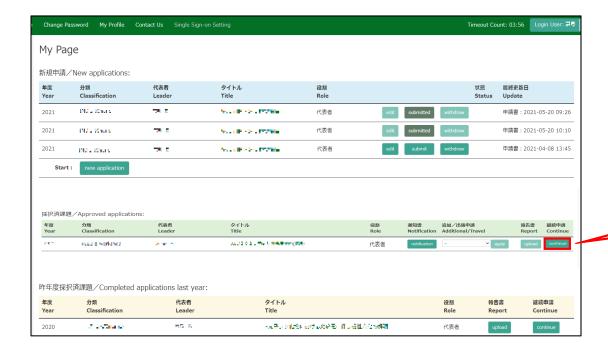
MAIL r7133@orion.ac.jp

How to launch a new application

When applying for continuation

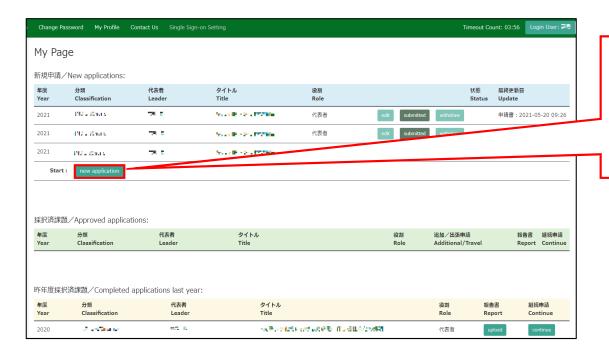
If you would like to apply for continuation of an approved application, please find your application in the list of "採択済課題"(Approved applications) and click continue.

If you are unable to click on the continue button please click New application to create a new application.

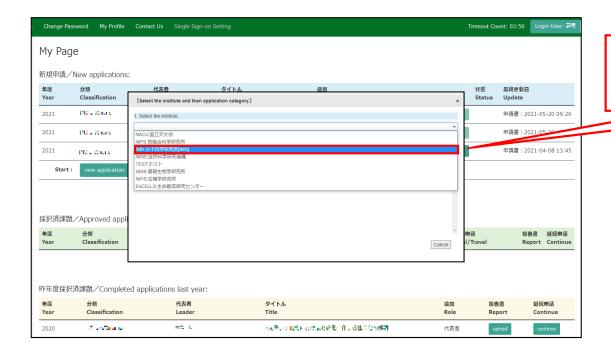


From the list in "採択済課題"(Approved applications), you can find your approved application that you would like to apply for continuation and click on the button continue the right of the title so that you can start up a new application form with a copy of your previous application.

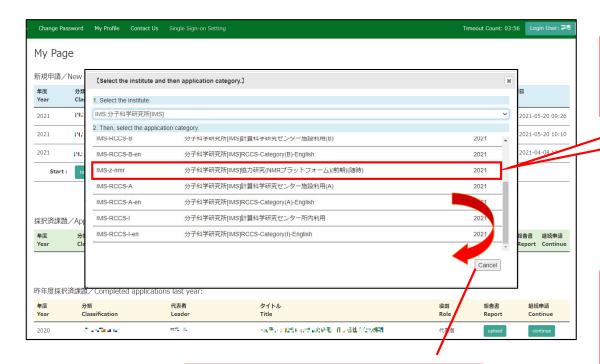
When applying for a new application



After logging into NOUS, click the button New application at the bottom of "新規申請/New applications".



Select the institute.

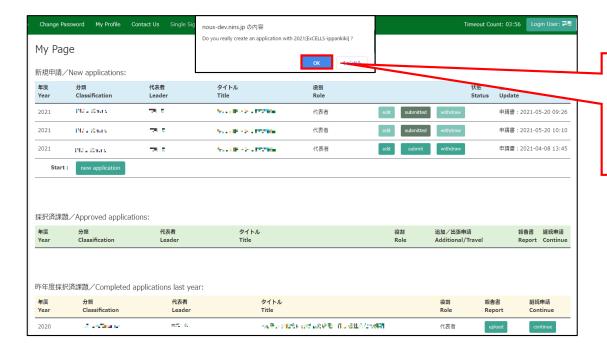


If you cannot find the application category, scroll down the pop-up window.

Then, select the application category.



Please be sure to select the correct category, type and fiscal year of application.



You will be asked "Do you really create an application with OO (category name)? Click "OK" when the confirmation screen appears.

The process of launching a new application is completed.

Inquiry



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



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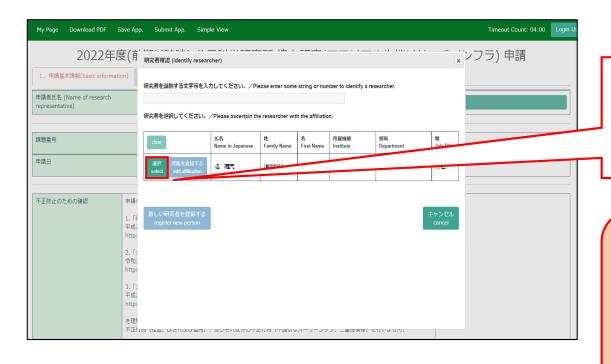
How to register an applicant's information



When you create a new application, the "Name of research representative" is not yet registered. Since only the applicant themselves can edit and save the application, the applicant information must first be entered before applicants click the temporarily save bottun (Save App.) or Submit bottun (Submit App.) in NOUS.



Click on the green bar labeled "Name"



Click "Select" on the left side of the screen as your registration information pops up.



To change your registration information, please refer to the manual below.

(https://www.ims.ac.jp/guide/docs/14 en_update_2022.pdf)



The applicant's information will be entered into the application form. After this, you will be able to click on the temporary save and submit buttons.

The process of registering an applicant's information is completed.

問い合わせ



NOUSの操作についてご不明点等ございます場合、下記問い合わせ先までお知らせください。

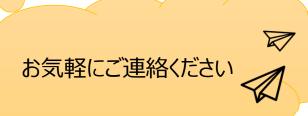


〒444-8585 愛知県岡崎市明大寺本町字西郷中38

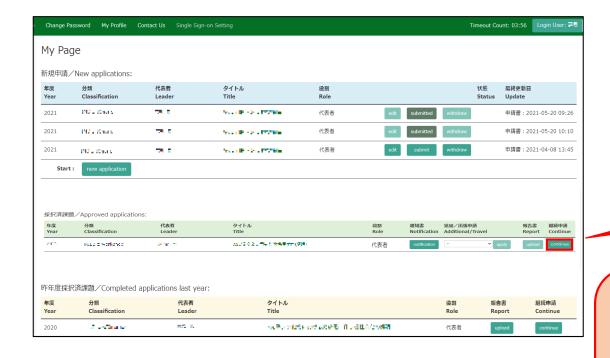
岡崎統合事務センター 国際研究協力課 共同利用係

№ TEL 0564-55-7133

♠ MAIL r7133@orion.ac.jp



How to apply for continuation of an approved application

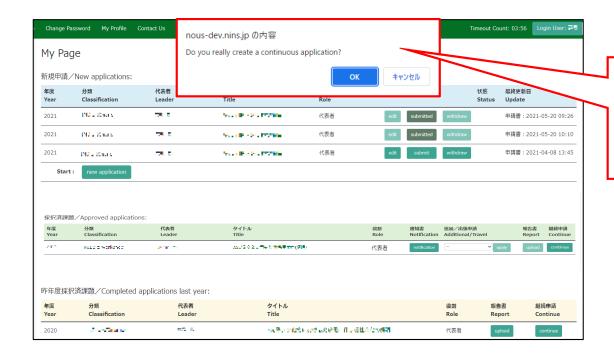


From the list in "採択済課題"(Approved applications), you can find your approved application that you would like to apply for continuation and click on the button continue the right of the title so that you can start up a new application form with a copy of your previous application.

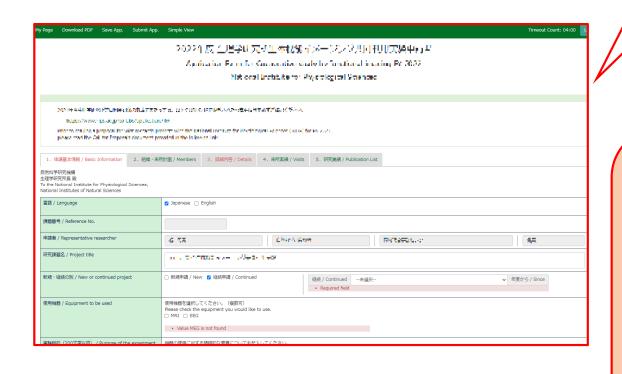


If you are unable to click on the continue button please click

New application create a new application.



You will be asked "Do you really create a continuous application?". Click "OK" when the confirmation screen appears.



You can start up a new application form with a copy of your previous application. Edit the information that need to be updated and submit the application.



Approval from your department head is required every year, even if you are applying for continuation. Please be sure to obtain the approval of your department head before submitting the application form.

The process of applying for continuation of an approved application is completed.

Inquiry



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



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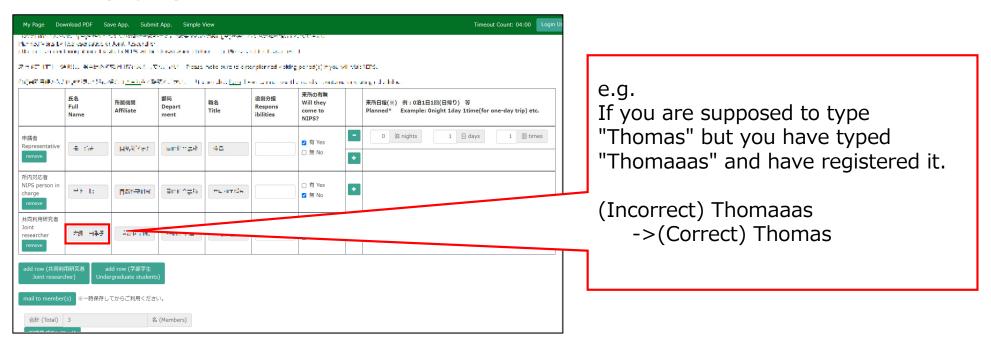
How to add a collaborative researcher (collaborator/assistant researcher/participant)

BEFORE YOU READ THIS GUIDELINE...

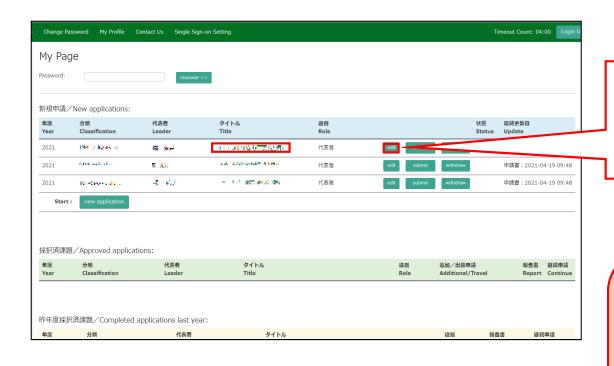
NOTE:

If you would like to edit the information of your collaborators, etc., please contact the Joint Research Section with the incorrect and correct information.

On the last page, you will find our contact information.



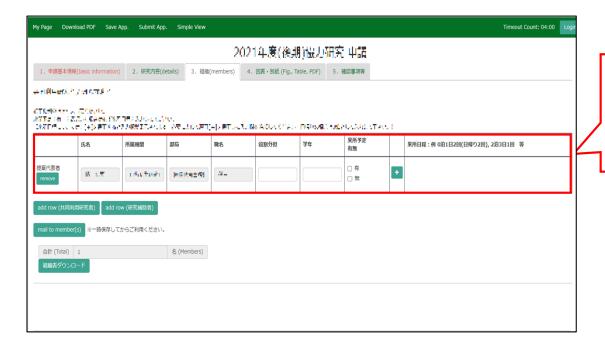
Adding a collaborative researcher (collaborator/assistant researcher/participant)



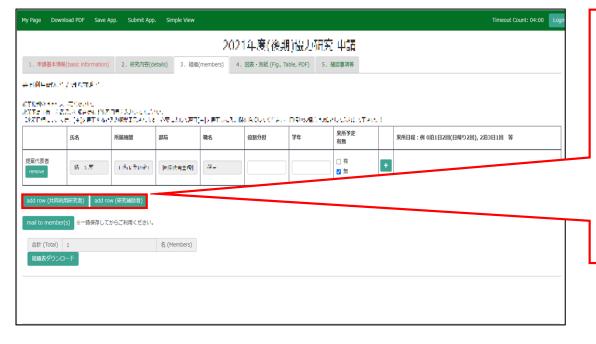
After logging into NOUS, click edit or title of application and go to the application form editing screen.

1

The account information of the collaborators on NOUS can only be updated during the open call period. If you would like to change your account information after the deadline of the call, please contact the Joint Research Section.



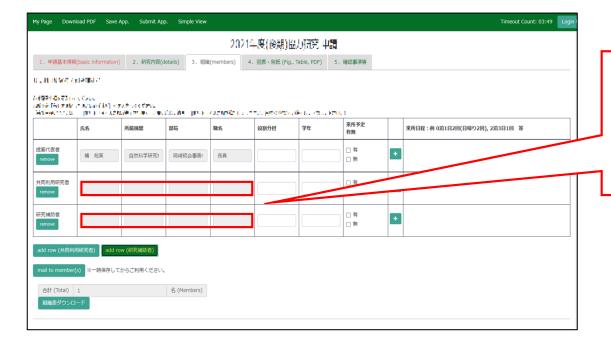
Click on the "4.組織(members)" tab to open the registration page for collaborative researcher.



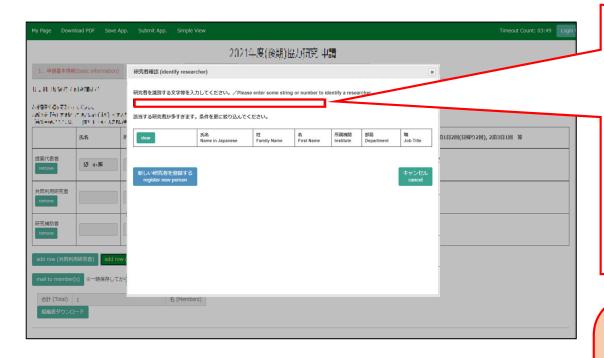
Click on add at the bottom of the screen to increase the number of fields for the Collaborative Researcher.

提案代表者:Proposal Representative 共同利用研究者: Collaborative Researcher

研究補助者: Assistant researcher



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.

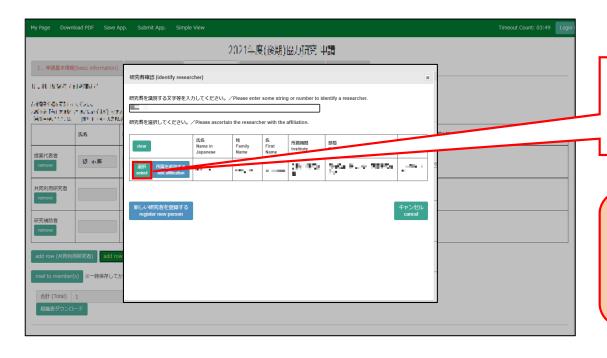


When the "研究者確認(identify researcher)" window pops up, search for the member you want to add in the researcher search field. When you enter a researcher's name, affiliation, or email address, a list of potential researchers registered in the NOUS database will be displayed.



If you see more than three candidates in the list, you will need to refine your search by adding additional condition.

If you do not see the corresponding researcher, click 新い研究者を登録する (register new person) to register a new researcher.

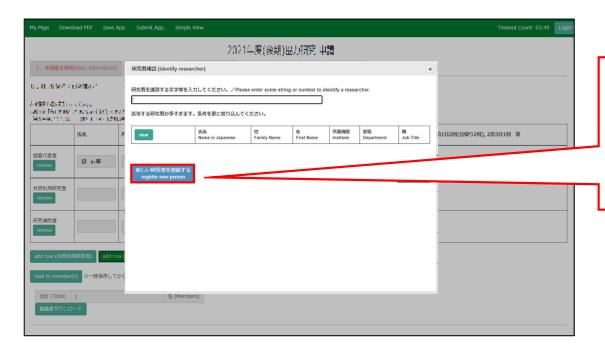


Click 選択 Select when appropriate researcher is displayed.

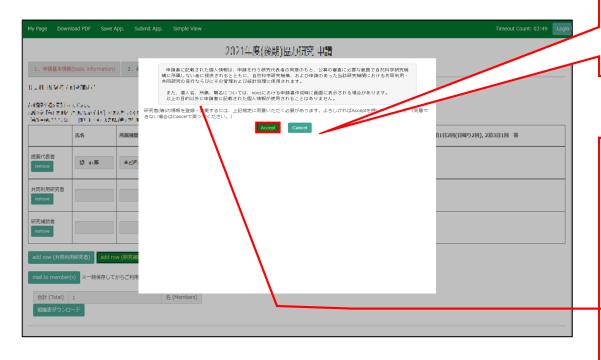


If you would like to register a new researcher please go to page 9-12.

Registering a new researcher



If the corresponding researcher is not registered in the NOUS database, please click on 新しい研究者を登録する (register new person) to register a new researcher by yourself.

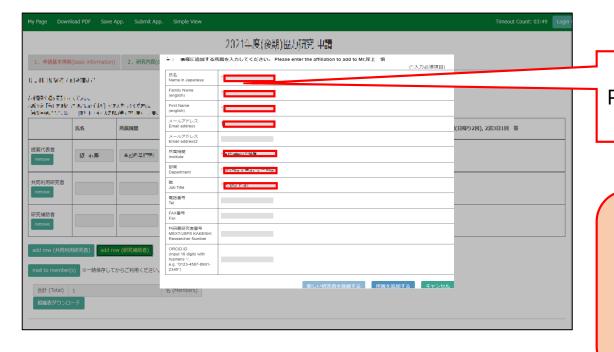


Please read the instructions for handling personal information (*) and click Accept.

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

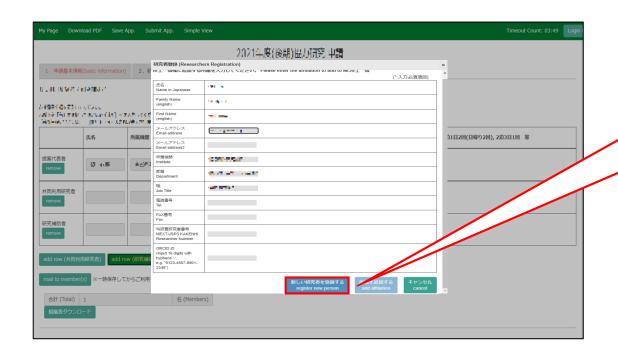
With the consent of the principal investigator, personal information provided in the application form will be provided to parties not affiliated with the National Institutes of Natural Sciences (NINS) to the extent necessary for the review of the application, and will be used by NINS and the relevant 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.



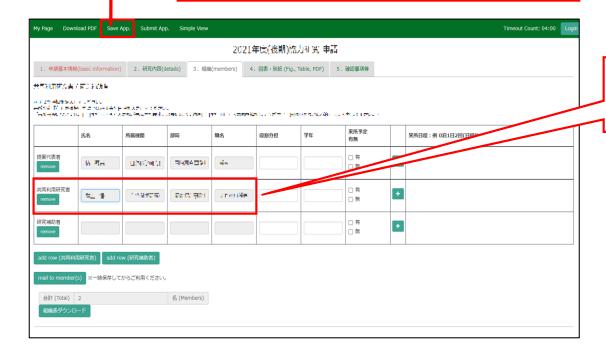
After fulfilling the blanks, click 新しい研究者を登録する (register new person) and a new researcher's information on NOUS database will be created.

If the error pop "使用済のメールアドレスです。登録できません" is displayed, please search again from the "研究者確認(identify researcher)", as the researcher is considered to be already registered.

If you still cannot find the

researcher's information, please contact the Joint Research Section.

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 researcher information will be reflected in the application form.

Inquiry



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



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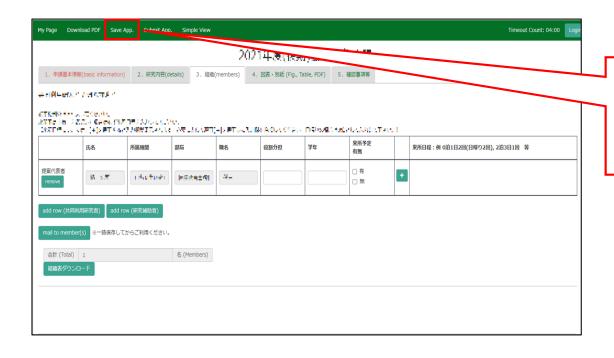


TEL 0564-55-7133

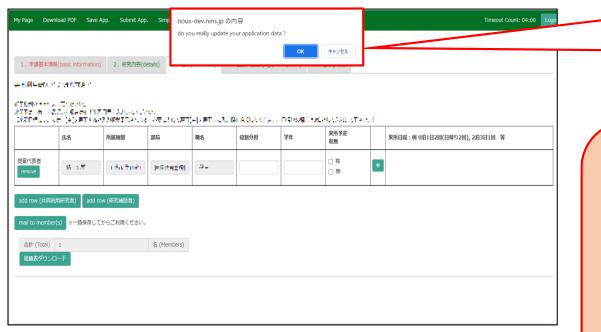


MAIL r7133@orion.ac.jp

How to temporally save an application



Click on Save App. in the green bar at the top left of the application form to temporarily save the updated information.



Click "OK" when the confirmation screen "Do you really update your application data?" appears.



- ·Some items, such as expenses, will not show up in the auto-calculation results until you have temporarily saved them.
- •Even you have submitted your application, you can edit it as many times as you like until the application deadline.

Inquiry



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



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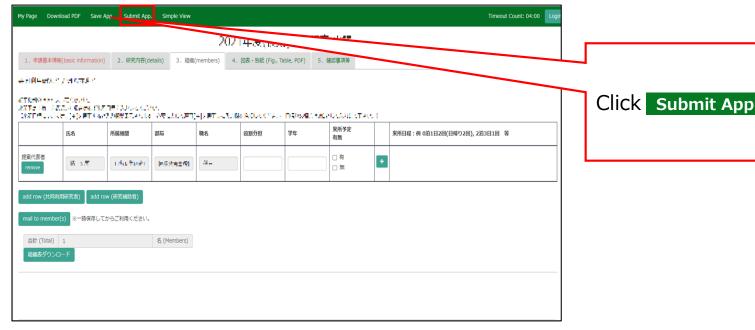


TEL 0564-55-7133

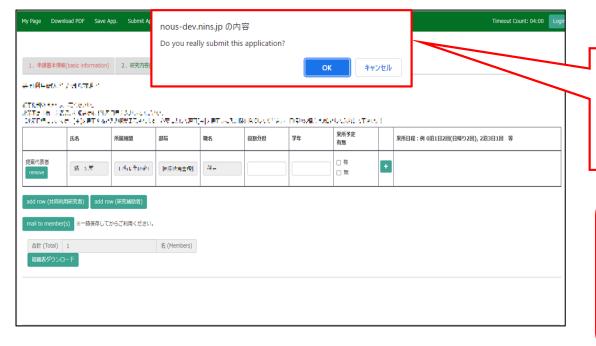


MAIL r7133@orion.ac.jp

How to submit an application



Click Submit App. in the upper green bar.



Click "OK" when the confirmation screen "Do you really update your application data?" appears.

Even you have submitted your application, you can edit it as many times as you like until the application deadline.

The process of submitting an application form is completed.

Inquiry



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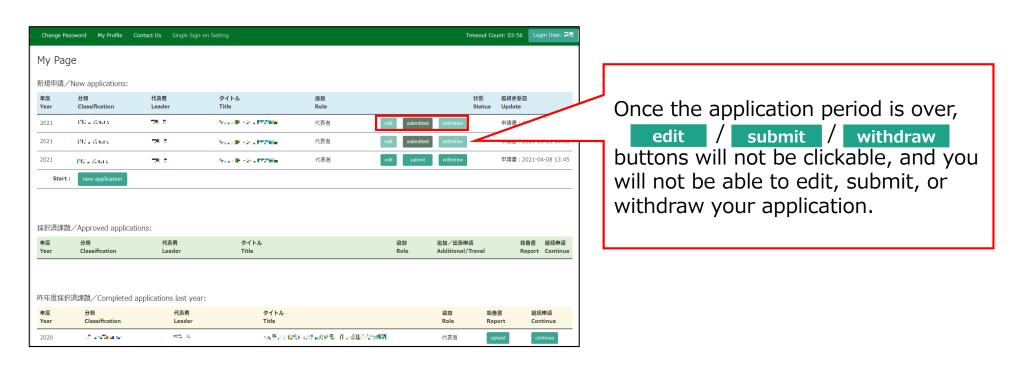
MAIL r7133@orion.ac.jp

How to withdraw an application

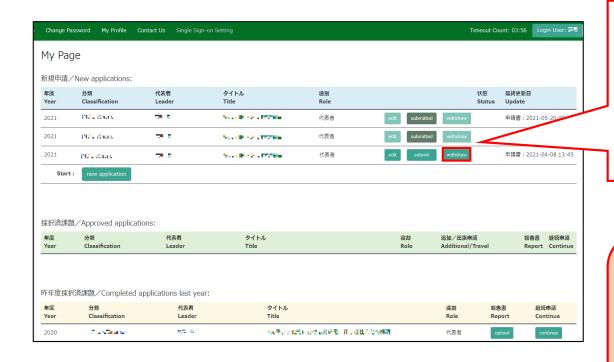
BEFORE YOU READ THIS GUIDELINE...

NOTE:

You can only withdraw your application during the application period. If you would like to withdraw your proposal after the application period, please contact the Joint Research Section. On the last page, you will find our contact information.



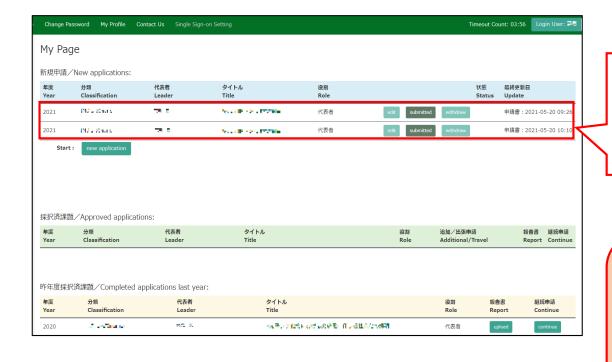
Withdrawing an application form



After logging in to NOUS, go to My Page, select the proposal from "新規申請/New applications", and click withdraw to withdraw on the right.



If you are unable to click on please contact the Joint Research Section, as you are unable to withdraw your application by yourself. Our contact information can be found on the last page.



The withdrawn application form will be removed from the from "新規申請/New applications".

If you have mistakenly withdrawn your application form, please contact the Joint Research Section, as you will not be able to restore it yourself.

The process of withdrawing an application form is completed.

Inquiry



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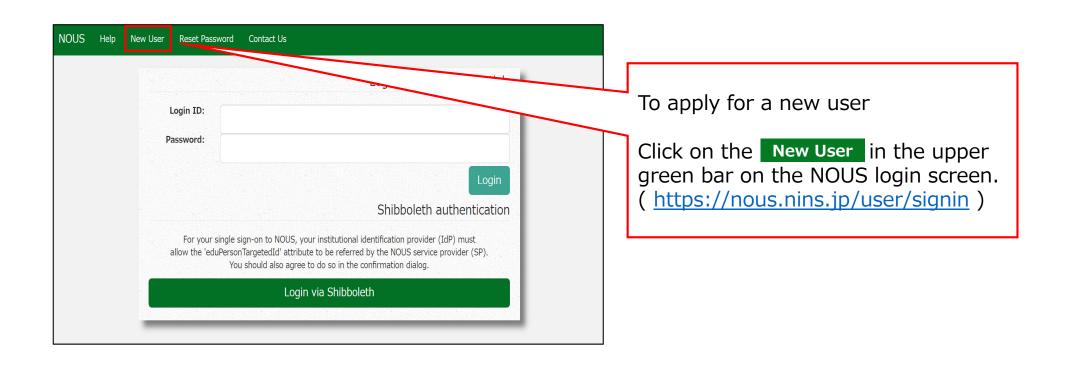
MAIL r7133@orion.ac.jp

How to update a NOUS account

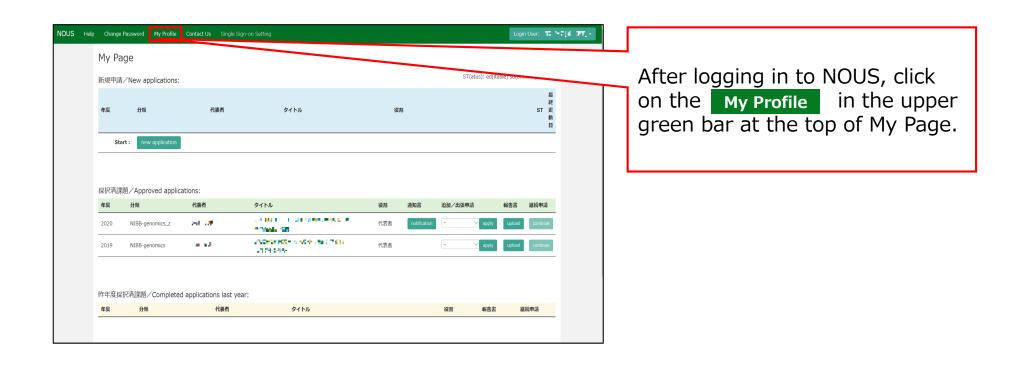
BEFORE YOU READ THIS GUIDELINE...

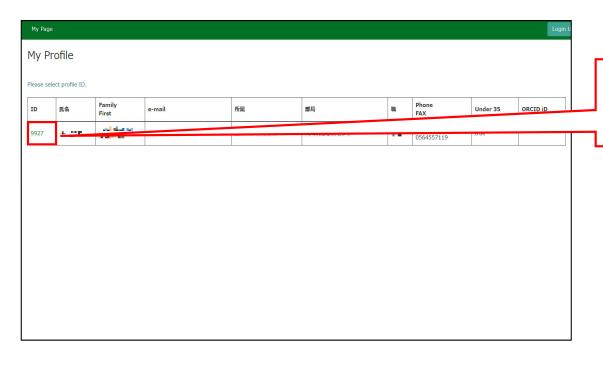
NOTE:

If you wish to change your login ID (e-mail address), please apply for a new user instead of updating your existing account.

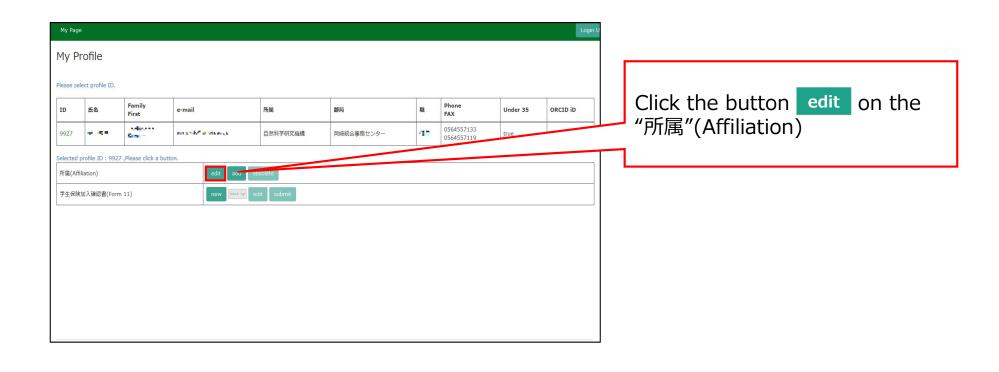


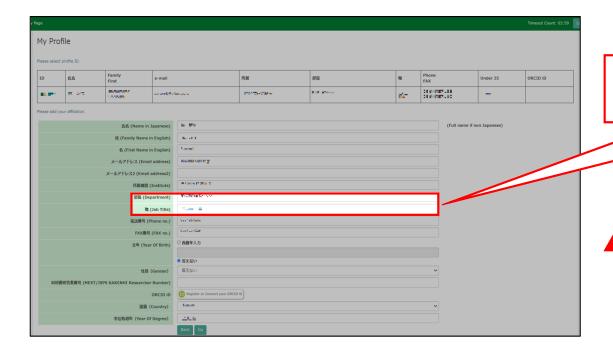
How to update your NOUS account





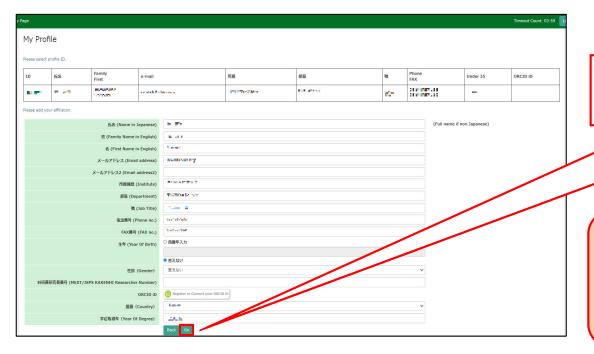
Click on the account ID you suppose to renewal.





Please reedit your account information.

If the field is grayed out and you can't change your account information click the button update so that it will be editable.



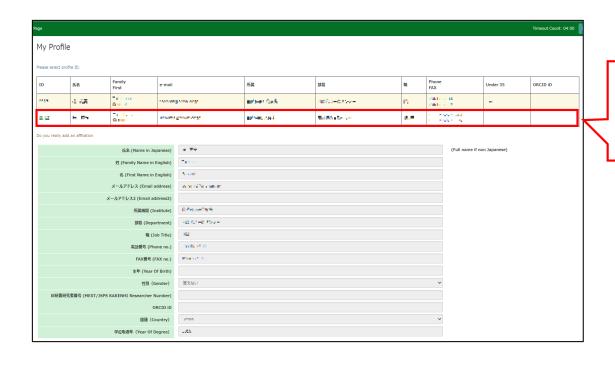
Press Go at the bottom of the page.

1

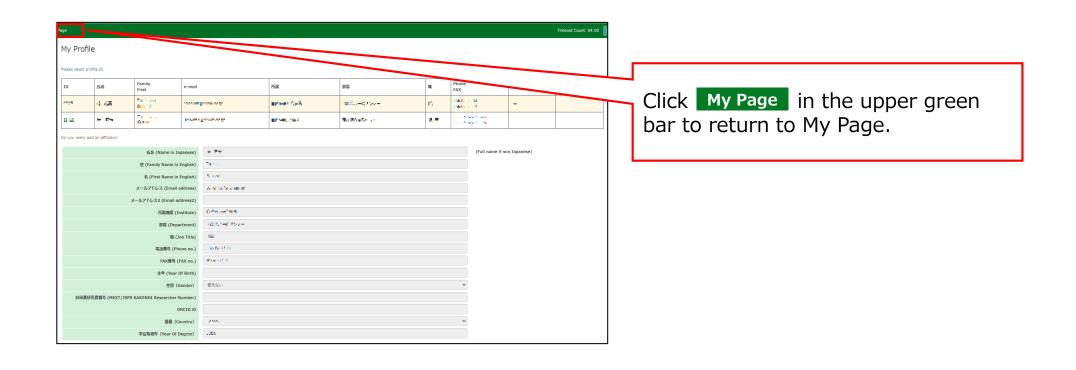
Fields "生年" (Year Of Birth) and "学位取得年" (Year Of Degree) are required. Please enter any number you like.



Confirm the explanation of the handling of personal information at the bottom of the screen, and click OK.



Please make sure that your new account has been added in the upper of fields.



Inquiry



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



Address

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



TEL 0564-55-7133



MAIL r7133@orion.ac.jp

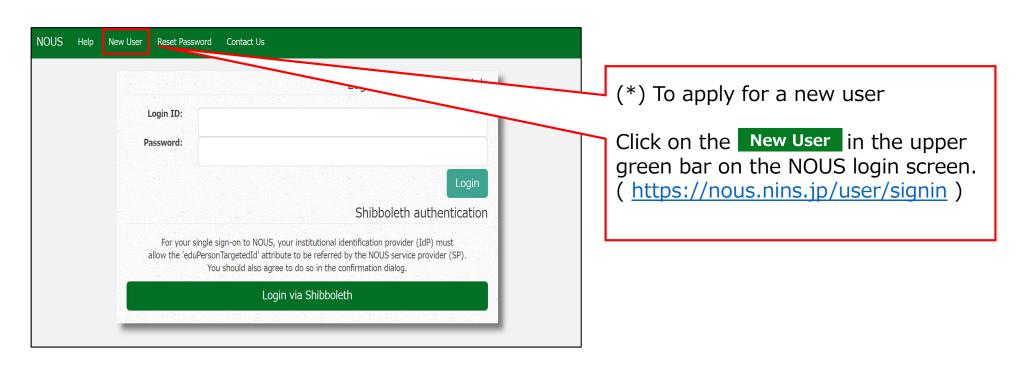
How to add information to your profile

BEFORE YOU READ THIS GUIDELINE...

NOTE:

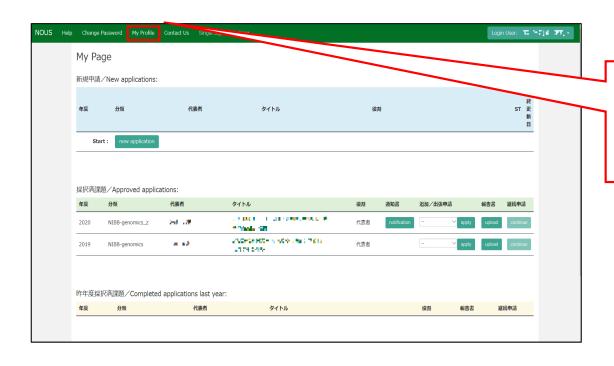
Your login ID (email address) will not be changed even if you add information to your profile.

If you wish to change your login ID (email address) due to a job change, etc., please apply as a new user instead of adding an account (*).

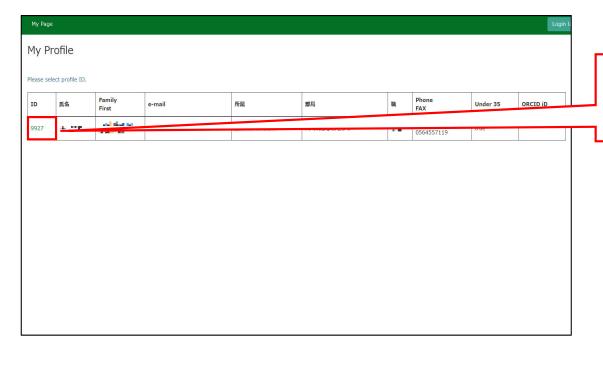


_

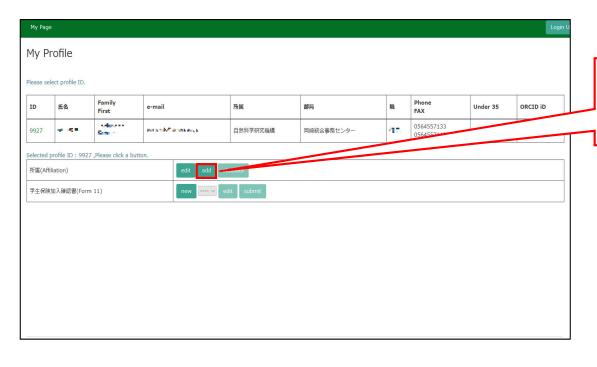
Adding information to your profile



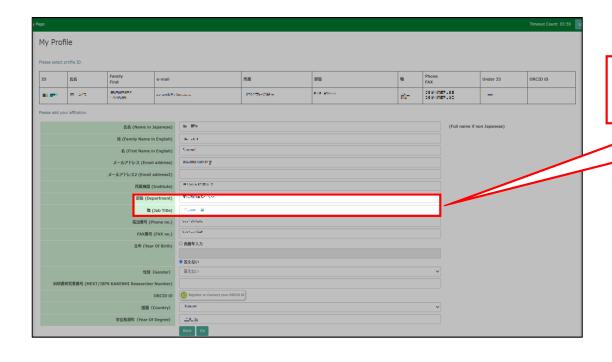
After logging in to NOUS, click on the My Profile in the upper green bar at the top of My Page.



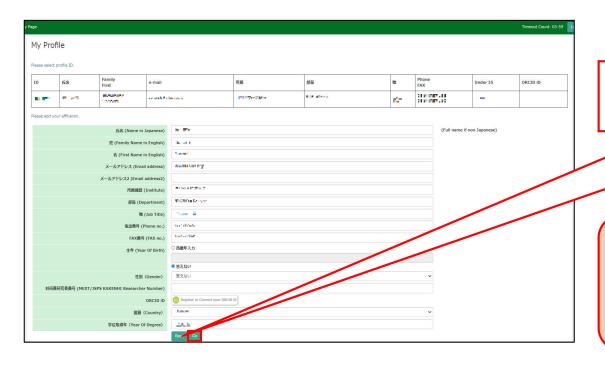
Click an account ID that you would like to add profile information.



Please click on add in the "所属(Affiliation)" column.



Enter your own profile information that you would like to add.



Click on the Go in lower bar on screen.

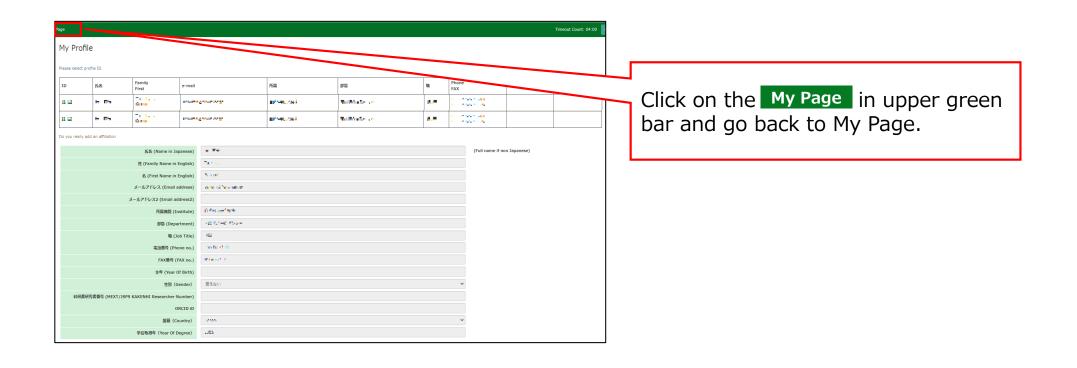
"生年 (Year Of Birth)" and "学位取得年 (Year Of Degree) " are required.
Please enter any number you like.



Please confirm the explanation about the handling of personal information at the bottom of the confirmation screen, and then click OK .



Please make sure that your new profile information has been added at the top of screen.



Inquiry



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MAIL r7133@orion.ac.jp

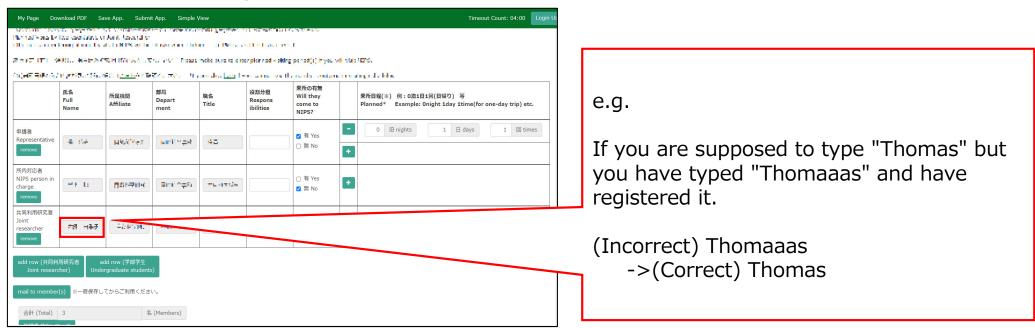
How to update a collaborative researcher's information (collaborator/assistant researcher/participant)

BEFORE YOU READ THIS GUIDELINE...

NOTE:

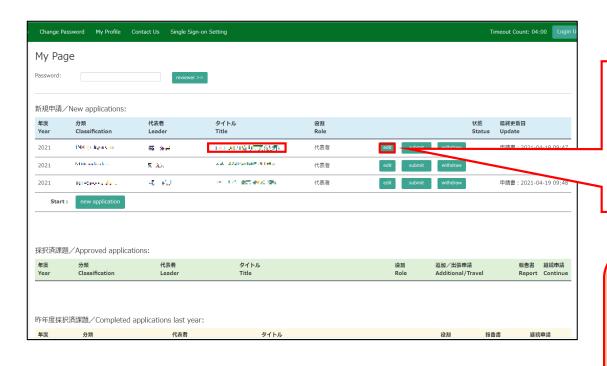
In the following cases, please provide "before correction (incorrectly entered)" information and the "after correction (correct)" by email to the Joint Research Section. (See last page for contact information)

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



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

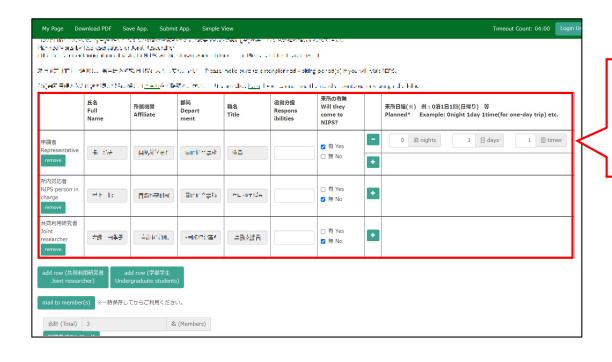
If you would like to update your collaborative researcher's affiliation information due to their changing sections, please follow the instructions in this manual.



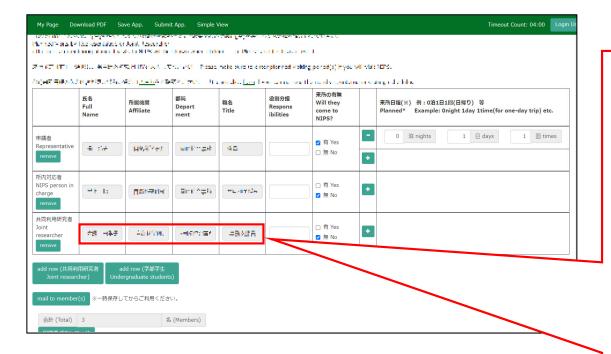
Please log into NOUS. Click on button or the green text of the "タイトル"(Title) of the appropriate proposal in the list of "新規申請"(New Applications). And then you can see



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

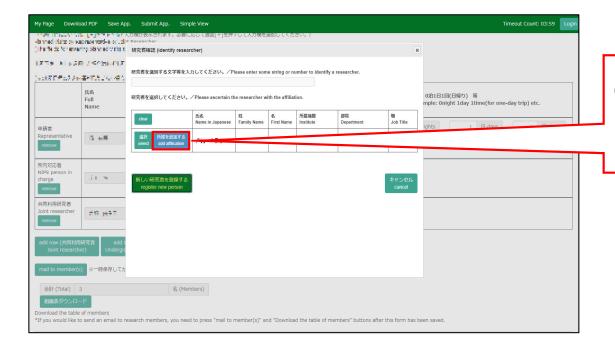


After logging into NOUS, click edit or title of application and go to the application form editing screen.

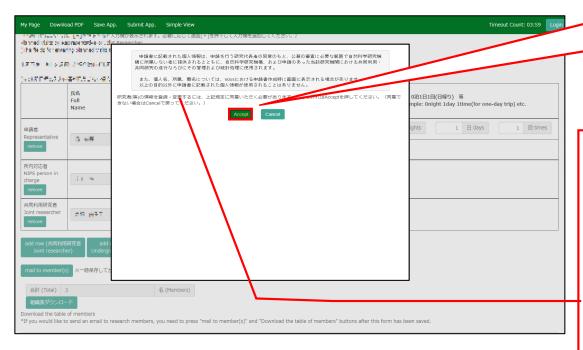


Click on the "4.組織(members)" tab to open the registration page for collaborative researcher and click on the grayed-out area in the "共同利用研究者(Collaborative Researcher)" and/or "研究補助者(Assistant researcher)" information field.

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.



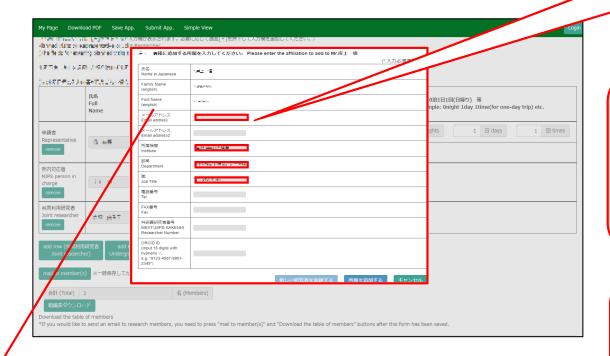
Please read the instructions for handling personal information (*) and click Accept.

(*) 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.



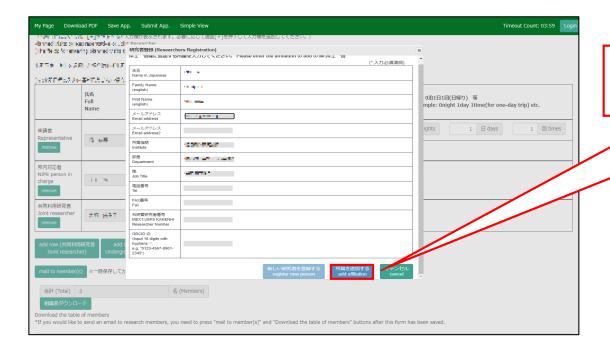
If you need to change an item that cannot be edited (name, family name, etc.), please let the section in charge know. See the inquiry below.



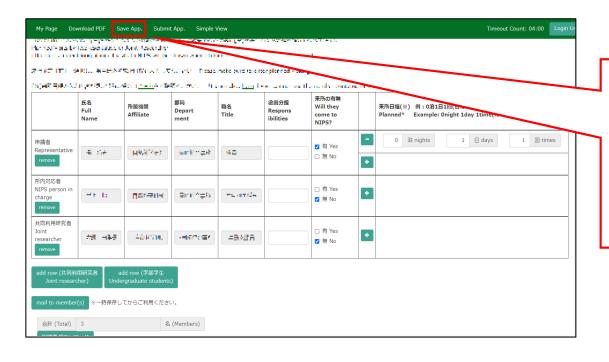
Fields marked with a red asterisk (*) (Name, Family Name, First Name, E-mail address, Institute, Department, Job title) are required.



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.



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



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.



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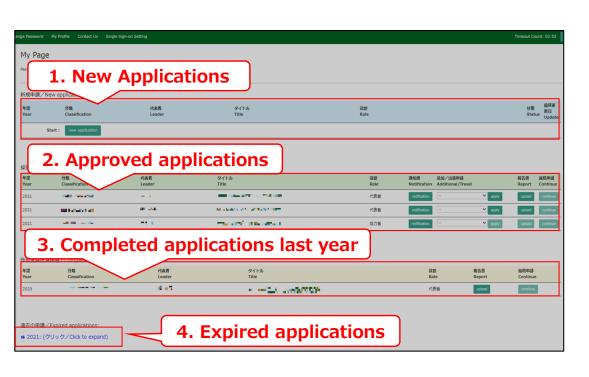
MAIL r7133@orion.ac.jp

How to check your review result via NOUS

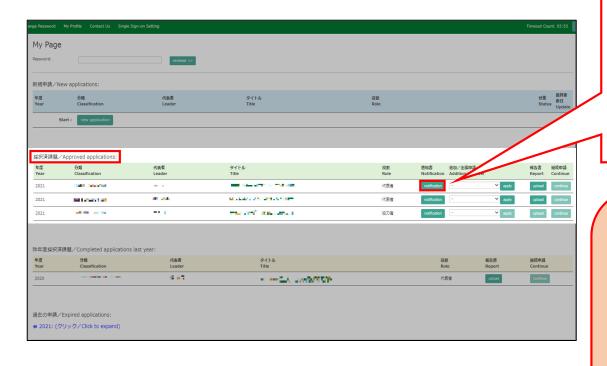
BEFORE YOU READ THIS GUIDELINE...

NOTE:

- After logging into NOUS, you can use your MY PAGE, which is your own account page on NOUS. It
 provides you with four contents, such as New applications, Approved applications, Completed
 applications last year and Expired applications.
- If your application is approved, it will be listed in "Approved applications". If you can not find your project listed in Approved applications, your application is rejected. It will be listed in Expired applications.



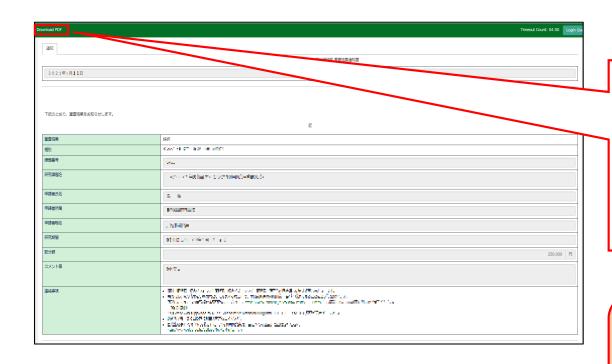
Content	Information
1. New Applications	Applications not being reviewed. If you would like to write an application, please click New application from this contents.
2. Approved applications	Collaborative Research Projects approved this year. If you would like to submit your annual report, please upload the file from here by clicking upload button.
3. Completed applications last year	Collaborative Research Projects approved last year
4. Expired applications	All of rejected applications and approved Collaborative Research Projects over two years ago. In order to show the list of Expand applications, please click "Click to expand" in blue.



After logging into NOUS, please find your application in the list of Approved applications and click the fourth notification button from the right.



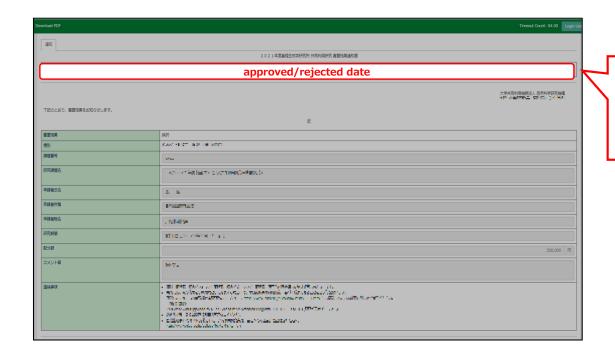
If your application is rejected, it will be listed in "Expired applications", not "Approved applications". In order to check the result in Expired applications, please make the list appear by clicking "Click to expand" highlighted in blue at the Expand applications and press notification button.



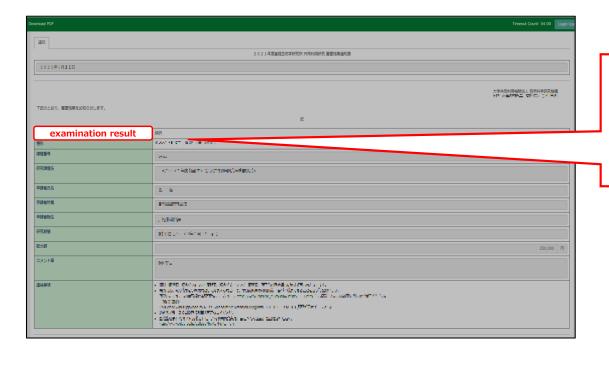
At this point, you could see your notification of the result in Japanese. If you would like to get PDF file, please click the Download PDF button in the green bar at the upper part of the screen.



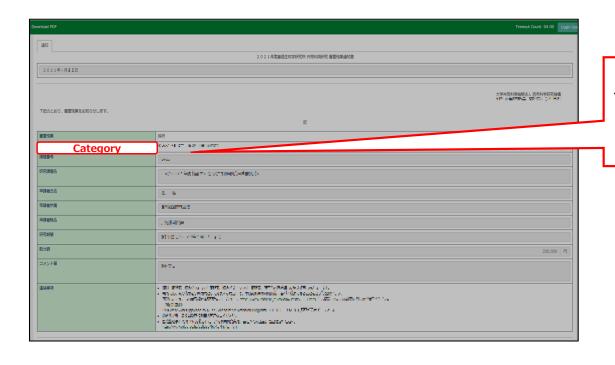
If you require a official sealed document, please let us know.



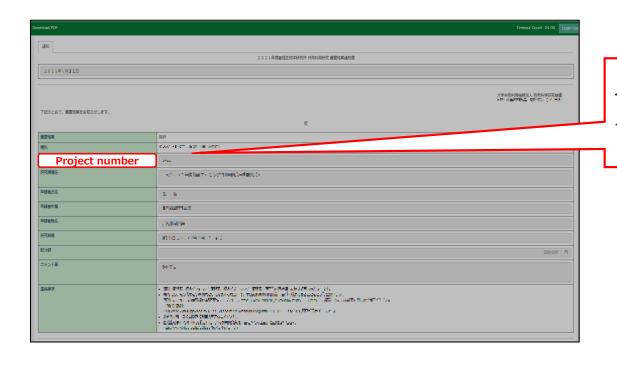
The date at the upper part of the screen is the approved/rejected date.



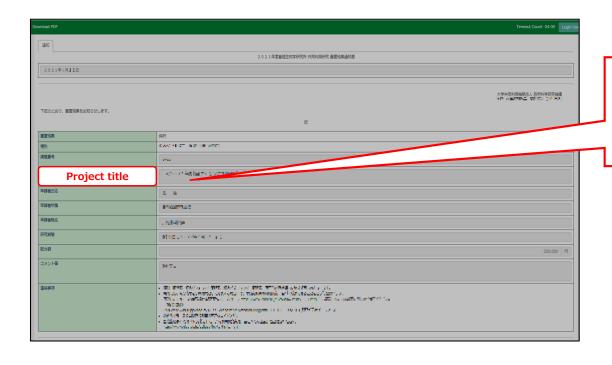
The uppermost word "審査結果" means "examination result". "採択" means "approval". "不採択" means "rejected".



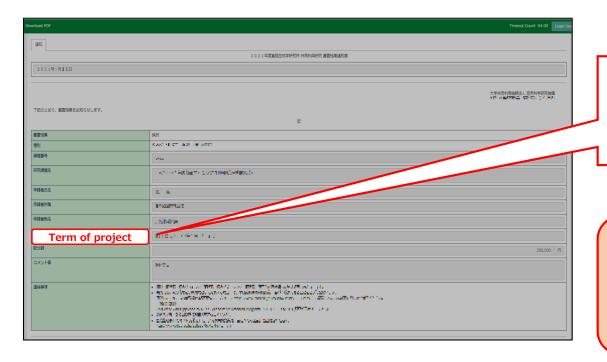
The second field from the top "種別" means "category of joint research".



The third field from the top "課題番号" means your project number.



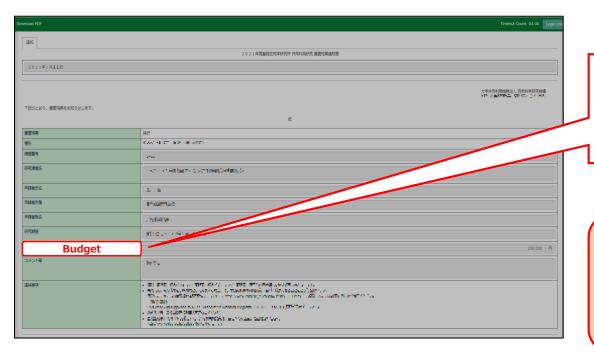
"研究課題名" means "project tile".



"研究期間" means "Term of project".



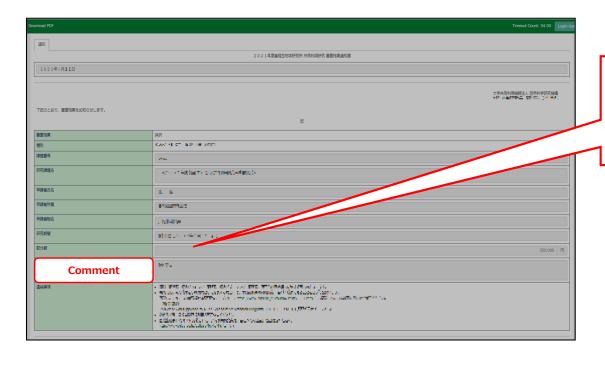
If your application is rejected, "Term of project" will not be showed.



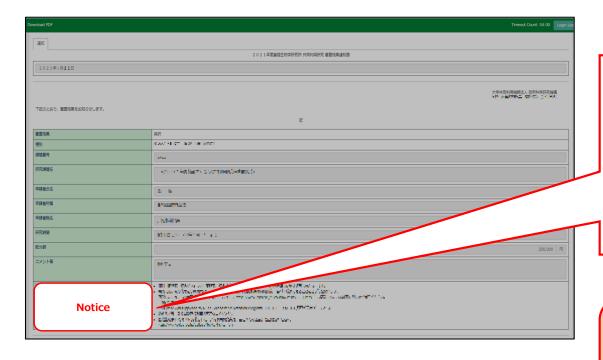
"配分額" means "budget".



If your application is rejected, "budget" will not be showed.



"コメント等" means "comments from the judging committee".



The lowermost word "連絡事項" means "notice". Matters that require attention before conducting the joint research projects are written here. Please ask us what the notice says without hesitating.



If your application is rejected, the notice will not be showed.

The process of checking the examination result is completed.

Inquiry



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



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TEL 0564-55-7133



MAIL r7133@orion.ac.jp

How to submit your annual report via NOUS

NOTE1: How to Name the

File

- Please name the file in accordance with the following rule:
 - 1) Name the reference number listed in the application form and the notification of the notification result as the file name of the report.
 - 2) The file name must be one-byte characters.

Research Category	Example
課題研究 Joint Studies on Special Projects	21IMS1101
協力研究 Cooperative Research	21IMS1201
研究会 Research Symposia	21IMS2101
若手研究活動支援 Research Symposia for Young Researchers	21IMS2401
岡崎コンファレンス OKAZAKI Conference	21IMS2501
装置開発室施設利用 Use of Facility(Equipment Development Center)	21IMS7001

NOTE2: Report on the <u>Nanotechnology</u> <u>Platform Business</u> of the Ministry of Education, Culture, Sports, Science and Technology

- Reports on Nanotechnology Platform Business should be submitted to the Nanoplatform Office in IMS using the designated form.
- The form can be downloaded from the following URL .(http://nanoims.ims.ac.jp/pattern.html)



Guideline of Nanotechnology Platform Business conducted at IMS(Japanese Only)

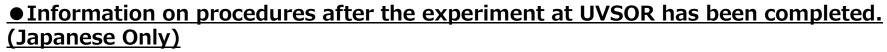
http://nanoims.ims.ac.jp/utilization 01.html

● Inqury

Nanoplatform Office, Instrument Center, Institute for Molecular Science, National Institutes of National Sciences(NINS) MAIL nano-office@ims.ac.jp

NOTE3 : Report on the Use of <u>UVSOR</u> <u>Synchrotron Facility</u> at IMS

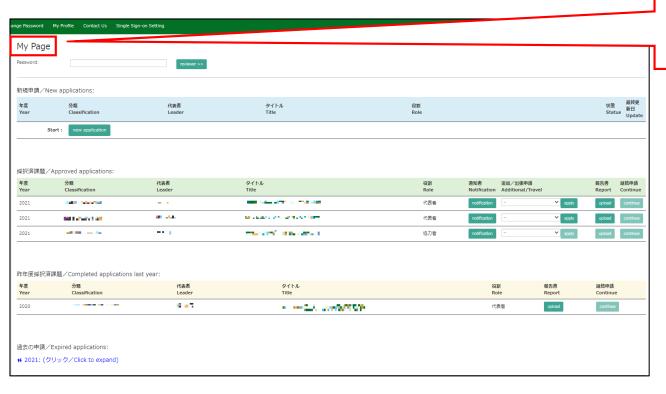
- Reports on the Use of UVSOR Synchrotron Facility have different procedures. For further information, please contact to the UVSOR Office in IMS.
- The form can be downloaded from the following URL .(https://www.uvsor.ims.ac.jp/about/riyou hagi 5%20-%201126.html)



https://www.uvsor.ims.ac.jp/about/riyou hagi 4.html

● Inqury

UVSOR Office, UVSOR Synchrotron Facility, Institute for Molecular Science, National Institutes of National Sciences(NINS) MAIL uvsor@ims.ac.jp



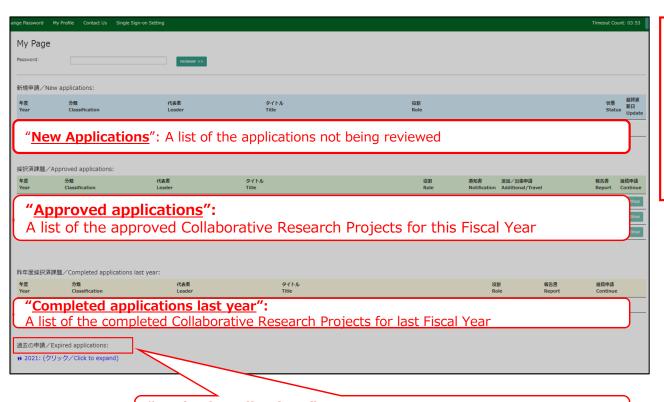
Please log into NOUS and go to your My Page.



Please log into NOUS from here. (https://nous.nins.jp/user/signin)

The guideline in English to log into NOUS is given below.

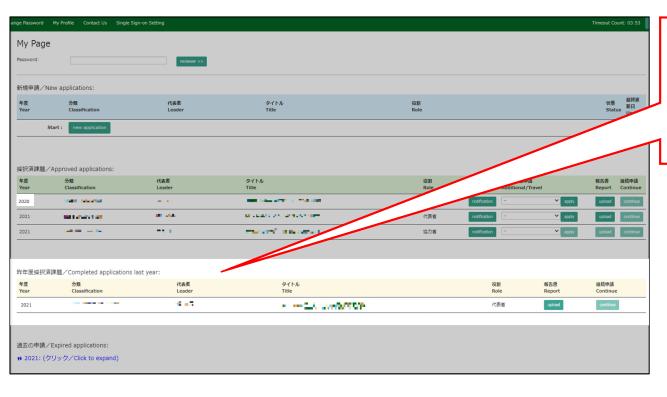
(https://www.ims.ac.jp/guide/docs/2 en newuser 2022.pdf)



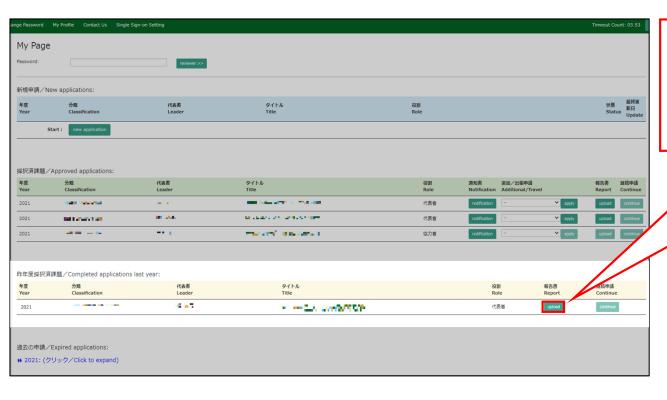
There are four contents in My Page:

- New applications
- Approved applications
- Completed applications last year
- Expired applications

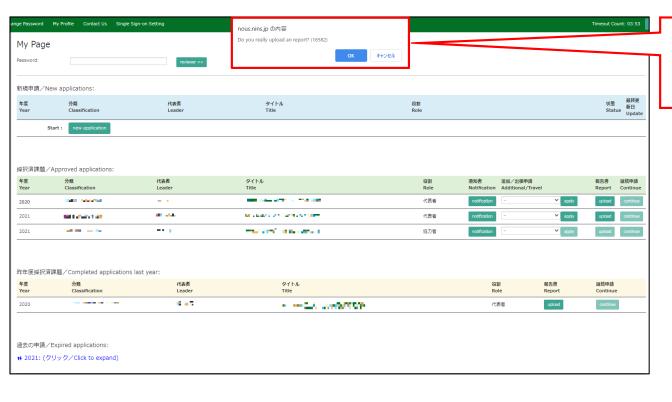
A list of the past projects and all of the rejected applications



Your conducted Collaborative Research is listed in [Completed applications last year].



Click the fourth upload button from the right in the list to upload the file.

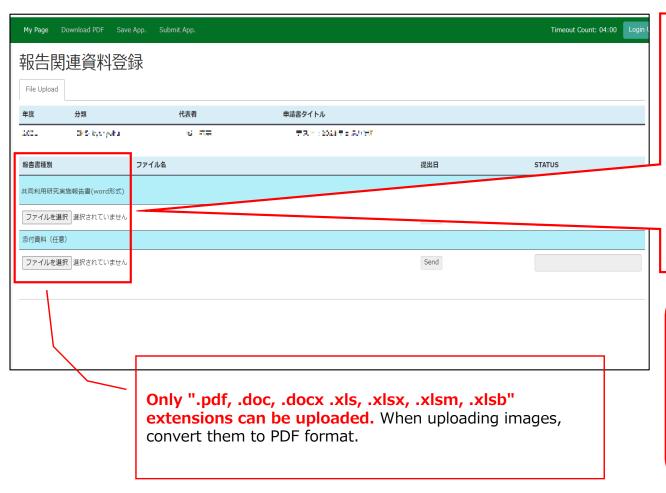


Please click [OK] to confirm.



The screen switches.

If you assigned **Special Projects or Cooperative Research**...



Click [Select file『ファイルを選択』] in the 「Report on the

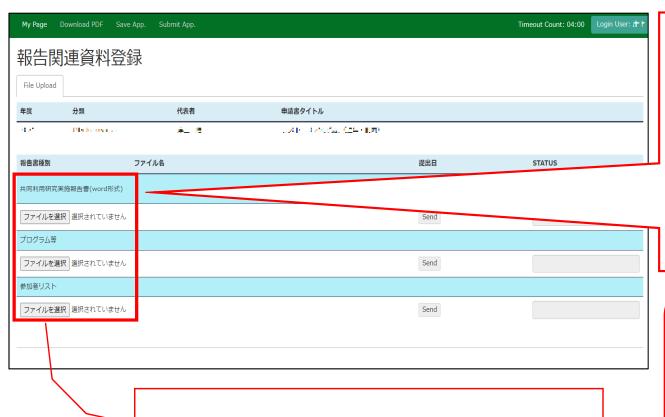
Collaborative Research (word format)『共同利用研究実施報告書(word形式)』] and select the relevant document. If you have attached documents, please upload them additionally to the [Attached documents 『添付資料』] section at the bottom.



*Please note:

- Make sure the file is word. PDF may not be accepted.
- Check how to name your file from pp.2.

If you assigned <u>Research Symposia</u>, <u>Research Symposia for Young Researchers</u>, or <u>OKAZAKI Conference</u>...



Only ".pdf, .doc, .docx .xls, .xlsx, .xlsm, .xlsb"

convert them to PDF format.

extensions can be uploaded. When uploading images,

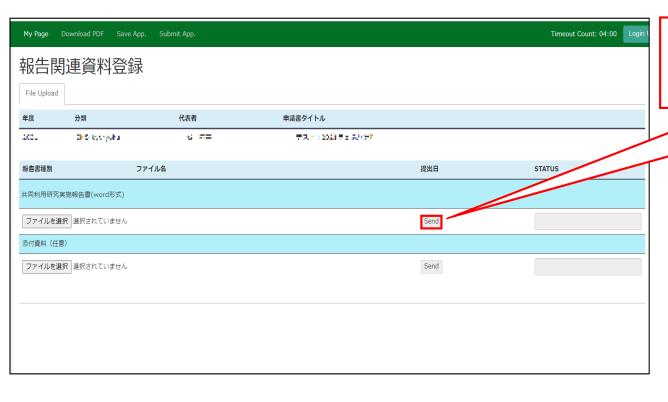
Click [Select file『ファイルを選択』] in the 「Report on the

Collaborative Research (word format)『共同利用研究実施報告書(word形式)』] and select the relevant document. In addition to the annual report form, a programme and a list of participants should be uploaded below.

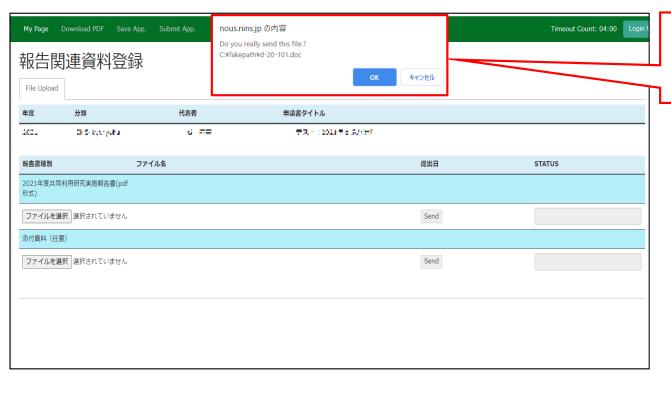


*Please note:

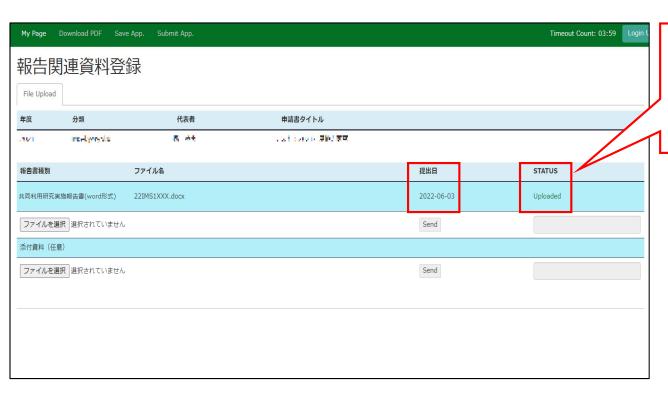
- Make sure the file is word. PDF may not be accepted.
- Check how to name your file from pp.2.



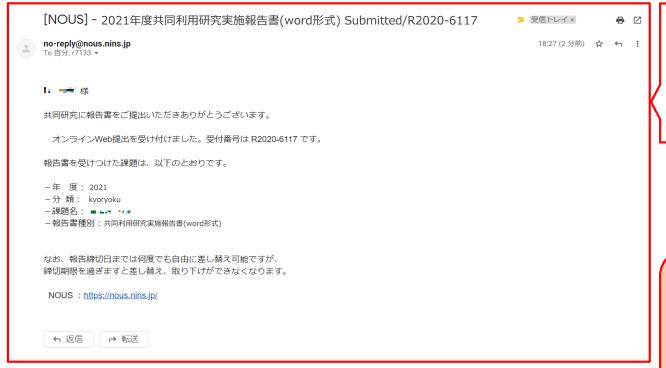
Click the [Send] button.



Please click [OK] for confirmation.



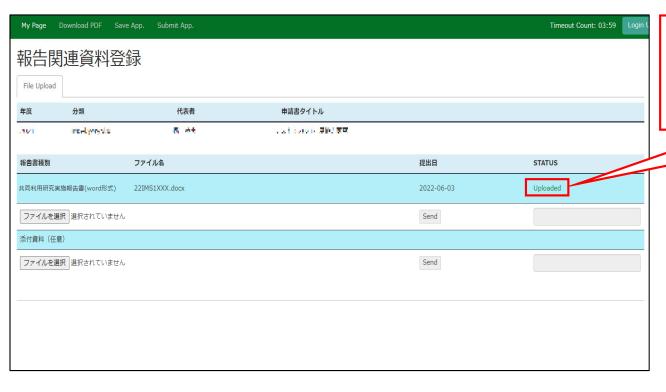
Check that the date of submission is visible and the report's STATUS has changed to "Uploaded"



A confirmation email will be sent to you once the submission has been completed.



You can upload the file as many times as you like until the due date.



You can download all available reports by clicking the [Upload] button.

The process of submitting the annual report is completed.

Inquiry

If you have any questions about NOUS, please refer to the following website of the Institute for Molecular Science. For any other enquiries, please contact the Joint Use Section below.





● IMS website - Guideline of NOUS

https://www.ims.ac.jp/guide/webnous.html

Sending Address

Joint Research Section, International Relations and Research Cooperation Division, Okazaki Administration Center, National Institutes of National Sciences(NINS) MAIL r7133@orion.ac.jp