

**“Application Website for IFS Collaborative
Research Project”
Manual (for applicants)**

Table of contents

1	What is the “Application Website for IFS Collaborative Research Project?”	4
2	Introduction (precautions)	4
2.1	About the login ID and password	4
2.2	System Requirements	4
3	Basic Usage	5
3.1	Overview of the entire system	5
3.2	Login	6
3.3	Logout	6
4	Submit an application	7
4.1	Submit an application	7
4.2	Temporarily save application data	14
4.3	Edit the application data (in the event that the processing status is “Temporary saved,” “Applied” or “Returned”)	16
4.4	Submit application (in the event that the application classification is “International Multiple Collaborative Research Project”)	20
5	Print the application form	23
5.1	Print the application form	23
6	About the edit requests from the secretariat	25
7	Submit a report	25
7.1	Submit a report	25
8	About the processing status of the application data and e-mail notifications	29
8.1	About the processing status of the application data	29
8.2	About the e-mail notifications	29
9	Register your account	30
9.1	Register your account (when registered by the applicant)	30
10	About inquiries	33

1 What is the “Application Website for IFS Collaborative Research Project?”

The “application website for IFS Collaborative Research Project” is a system used to efficiently conduct application procedures pertaining to the collaborative research project at the Tohoku University Institute of Fluid Science on the Web.

This manual describes the usage methods when the system is used by an applicant.

2 Introduction (precautions)

2.1 About the login ID and password

To use this system, you will need an ID (e-mail address) and password. The ID and password is issued when you register an account. If you don't know or forget your ID and password, please contact the office of Collaborative Research Project, Institute of Fluid Science, Tohoku University (hereinafter referred to as ‘the Office’.)

2.2 System Requirements

This system is supported under the following versions of operating systems and browsers. Operation cannot be guaranteed with older versions, so please try a newer version if the system does not operate properly.

This system generally does not depend on the operating system and can be used with the following browsers.

Operating system	Browser
Windows	• Internet Explorer* • Google Chrome • Firefox
Mac	• Safari • Google Chrome • Firefox

*Internet Explorer will be retired and go out of support by Microsoft on June 16, 2022.

3 Basic Usage

3.1 Overview of the entire system

The main functions of this website are as follows.

The screenshot displays the 'Application Web Site of IFS Collaborative Research Project'. The page includes a search and application form with the following fields and options:

- Proposed date:** A date range selector.
- Processing status:** A dropdown menu with 'All' selected.
- Category of application:** A dropdown menu with 'All' selected.
- Applicant:** A text input field.
- IFS responsible member:** A text input field.
- Classification:** Radio buttons for 'General collaborative research' (selected) and 'Confederal collaborative research (included summer school)'. Below are checkboxes for 'Collaborative research including Ph.D student', 'Collaborative research directed by young researcher (under 37 years old)', and 'International collaborative research'.
- Subject area:** Checkboxes for 'Environment and Energy', 'Nano-micro', 'Health, Welfare and Medical Cares', 'Aerospace', 'Fundamentals', and 'Others'.

Below the form is a table of applications with the following data:

No	Serial number	Serial number for Multi	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Receiving code	Received date	Report submitted or not	Last-updated
1	9		2016/12/13	Received	New	International Multiple Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI	317R000	2016/12/13	No	2016/12/13 ifs admin
2	10	9	2016/12/13	Accepted	New	General Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI	317X999	2017/01/10	No	2017/03/30 ifs admin
3	7		2017/11/28	Returned	New	International Multiple Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI			No	2018/02/19 ifs admin

① Apply

Apply for IFS Collaborative Research Project. Please apply by selecting an application classification such as the General Collaborative Research Project. If you wish to “continue” your project from the previous year, you have to apply for this category.

② Edit the application contents

You can edit your application contents. This function can be used if there are any edit requests from the Office, or if you find any errors in your application information directly after you submit it.

③ Print the application form

Print the submitted data as an application form (in the Excel file format.) This is used when confirming the applied data.

④ Submit a report

After your project is accepted, you can submit your project report on the research findings.

3.2 Login

Display the login screen.

Access the following URL website from the browser.

<https://kyodo.ifs.tohoku.ac.jp/collabo/login.xhtml>

Enter your ID and password and log in from the login screen.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project Login

Login Form

Email *

Password *

日本語 | English

3.3 Log out

Select "logout" from the top right part of the screen.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project List of application(s) Logout

Applications

<< Create an application >>

In order to apply, please select "Category of application" and click the "Create an application".

Select one

This allows applicant to make his/her search more specific.

Proposed date ~

Classification General collaborative Confidential collaborative research

★Hint

- It is also possible to log out by clicking the close button on your browser.

4 Submit an application

The applicant should confirm a guideline for the application for the project and then submit the application.

4.1 Submit an application

The application can be generated from the “List of application(s)” screen.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project ★ List of application(s) Logout

Applications

<< Create an application >>

In order to apply, please select "Category of application" and click the "Create an application".

Select one

Select one

- General Collaborative Research Project
- International Multiple Collaborative Research Project
- Special International Collaborative Research Project
- Priority Collaborative Research Project
- LyC Collaborative Research Project

Classification

- General collaborative research
- Confidential collaborative research (included summer school)
- Collaborative research including Ph.D student
- Collaborative research directed by young researcher (under 37 years old)
- International collaborative research

Applicant

IFS responsible member

Subject area

- Environment and Energy
- Nano-micro
- Health, Welfare and Medical Cares
- Aerospace
- Fundamentals
- Others

Please click the "Proposed date" for more details of the application. Applicant is able to revise the application only if the status is "Applied" or "Returned".

No	Serial number	Serial number for Multi	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Receiving code	Received date	Report submitted or not	Last updated
1	9		2016/12/13	Received	New	International Multiple Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI	J17R000	2016/12/13	No	2016/12/13 ifs admin
2	10	9	2016/12/13	Accepted	New	General Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI	J17X999	2017/01/10	No	2017/03/30 ifs admin

Select the target classification of the application from the pull-down menu to the left of the “Create an application” button first, and then click “Create an application.”

*Confirm that the application classification is accurate.

*Apply from here in the event that you are “continuing” from previous years.

You will be transferred to the edit screen. Enter the application content.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"	
Application Web Site of IFS Collaborative Research Project ★ List of application(s) Logout	
New application : General Collaborative Research Project	
Name (Last name, First name)	Taro SYOGAI ** means required item.
Institution / Position title *	<input type="text" value="研究所"/> <input type="text" value="Technical staff"/> <input type="text" value="Position title(Other)"/> <small>If "position title" is "other", please enter the concrete position title.</small>
Address of Institution *	Postal code / Address: <input type="text" value="〒 仙台市青葉区片平 1-2-3"/> TEL: <input type="text" value="022-111-2222"/> FAX: <input type="text"/>
E-mail *	<input type="text" value="test3@test.ac.jp"/>
Classification *	<input checked="" type="radio"/> General collaborative research <input type="radio"/> Confidential collaborative research (included summer school) <input type="checkbox"/> Collaborative research including Ph.D student <input type="checkbox"/> Collaborative research directed by young researcher (under 37 years old) <input type="checkbox"/> International collaborative research
Subject area *	<input type="text" value="Environment and energy"/>
Project title *	<input type="text"/>
Project status *	<input type="text" value="New"/>
Project abstract *	Please write the project abstract within 3 lines. The abstract will be open on the web etc. <input type="text"/>
Research period *	<small>In case the project does not start on April 1, or end on March 31, please enter the starting or end date of this project.</small> Start date: <input type="text" value="20190401"/> ~ End date: <input type="text" value="20200331"/>

When selecting any option other than “New” from “Project Status,” the “Abstract of Result of former year(s)” entry field will be displayed.

Project status *	<input type="text" value="New(progressing present project)"/> Former project code: <input type="text"/>
Abstract of Result of former year(s)	<small>If the "Project status" is "New(progressing present project)" or "2nd year" or "3rd year", please write abstract of Result of former year(s).</small> (1)The number of co-authored papers Journal (included international conference with peer review) <input type="text"/> item(s) Conference <input type="text"/> item(s) Patent, award etc. <input type="text"/> item(s) (2)One representative paper etc. <input type="text"/> (3)Presentation at IFS collaborative research forum 2018 <input checked="" type="radio"/> Yes <input type="radio"/> No (4)External funds or projects based on IFS Collaborative Research Project, other collaborative activities (This item is optional) <input type="text"/>
The present project title	<small>If the "Project status" is "New(progressing present project)", write the present project title.</small> <input type="text"/>

(Continued from the edit screen)

About the Project organization

- The data registered in your account is displayed in “Project leader(applicant).”
- If the “Project leader(applicant)” is off-site, select “IFS responsible member.”
- If the “Project leader(applicant)” is on-site, enter “Non-IFS responsible member.”

Project organization

Please enter separately "Project leader(applicant)", "IFS responsible member", "Non-IFS responsible member" in "Project organization".

Project leader(applicant) *	Name(Last name, First name) Taro SYOGAI Institution <input type="text" value="e- 研究所"/> Position title <input type="text" value="Technical staff"/> <input type="button" value="Position title(Other)"/> Age <input checked="" type="radio"/> Under 35 <input type="radio"/> 36 to 39 <input type="radio"/> 40 Over Gender <input type="text" value="male"/> E-mail <input type="text" value="test3@test.ac.jp"/> Total visiting days <input type="text"/> Number of visit <input type="text"/>
IFS responsible member *	<input type="text" value="Hideaki Kobayashi (東北大学流体科学研究所/Institute of Fluid Scienc..."/> Age <input type="radio"/> Under 35 <input checked="" type="radio"/> 36 to 39 <input type="radio"/> 40 Over Gender <input type="text" value="male"/> E-mail <input type="text" value="test-11@ifs.sra-tohoku.co.jp"/>

Please enter separately "Non-IFS member", "IFS member" in "Project organization".

Position in the project *	Name (Last name, First name) *	Institution *	Position title *	Age *	Gender *	E-mail *	Total visiting days *	Number of visit *	Delete
Non-IFS memb ▼	<input type="text"/>	<input type="text"/>	Professor ▼ <input type="text" value="Position title(O)"/>	<input checked="" type="radio"/> Under 35 <input type="radio"/> 36 to 39 <input type="radio"/> 40 Over	male ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
Non-IFS memb ▼	<input type="text"/>	<input type="text"/>	Professor ▼ <input type="text" value="Position title(O)"/>	<input checked="" type="radio"/> Under 35 <input type="radio"/> 36 to 39 <input type="radio"/> 40 Over	male ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
Non-IFS memb ▼	<input type="text"/>	<input type="text"/>	Professor ▼ <input type="text" value="Position title(O)"/>	<input checked="" type="radio"/> Under 35 <input type="radio"/> 36 to 39 <input type="radio"/> 40 Over	male ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕

Please add the line(s), if applicant needs more entry.

<Tohoku University's Security Export Controls>
 The IFS responsible member is requested to conduct confirmation in accordance with the Confirmation Flowchart and, depending on the necessity of submitting Export Control Sheet to the General Affairs Office, approval by Tohoku University might be needed.
 Please note that researchers who need the approval procedure should refrain from conducting the IFS collaborative research activity until the approval is complete.
 The IFS responsible member has conducted the confirmation with regarding to Tohoku University's Security Export Controls.

If you need more entry fields to add the non-IFS member or IFS member, click the “Add the field for input” button.

When you wish to delete an entry field, click the “x” (Delete) button located on the right side of the entry field that you want to delete.

For the Security Export Controls, please confirm the content and then put a check in the check box.

(Continued from the edit screen)

For the research expenses, enter the breakdown of the Travel expenses and the Cost of expendable supplies.

If you need more entry fields, click the “Add the field for input” button.

Research plan and preparation status *	Please write in detail the research content. If "classification" is "confidential", please write plan for holding conference or scale of conference etc. <input type="text"/>																														
Result of former years	If the project status is "New(progressing present project)" or "2nd year" or "3rd year", please write result of former year(s). <input type="text"/>																														
Figure	Picture file is uploadable here. <input type="button" value="+ Select the file"/>																														
Expected results *	<input type="text"/>																														
Budget request	<p>Please enter breakdown of "Travel expense" and "Cost of expendable supplies". Upper limit of expendable supplies is 100,000 JPY.</p> <table border="1"> <thead> <tr> <th>Expense classification *</th> <th>Unit price (JPY)</th> <th>Number of people/Quantity</th> <th>Amount (JPY)</th> <th>Route/Item *</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Travel expenses</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0</td> <td>Example: London -- Narita -- Sendai</td> <td><input type="button" value="x"/></td> </tr> <tr> <td>Travel expenses</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0</td> <td>Example: London -- Narita -- Sendai</td> <td><input type="button" value="x"/></td> </tr> <tr> <td>Cost of expendable supplies</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0</td> <td>Example: External hard disk</td> <td><input type="button" value="x"/></td> </tr> <tr> <td colspan="6"> Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY </td> </tr> </tbody> </table> <p>Please add the line(s), if applicant needs more entry. <input type="button" value="Add the field for input"/></p>	Expense classification *	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item *	Delete	Travel expenses	<input type="text"/>	<input type="text"/>	0	Example: London -- Narita -- Sendai	<input type="button" value="x"/>	Travel expenses	<input type="text"/>	<input type="text"/>	0	Example: London -- Narita -- Sendai	<input type="button" value="x"/>	Cost of expendable supplies	<input type="text"/>	<input type="text"/>	0	Example: External hard disk	<input type="button" value="x"/>	Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY					
Expense classification *	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item *	Delete																										
Travel expenses	<input type="text"/>	<input type="text"/>	0	Example: London -- Narita -- Sendai	<input type="button" value="x"/>																										
Travel expenses	<input type="text"/>	<input type="text"/>	0	Example: London -- Narita -- Sendai	<input type="button" value="x"/>																										
Cost of expendable supplies	<input type="text"/>	<input type="text"/>	0	Example: External hard disk	<input type="button" value="x"/>																										
Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY																															
Facilities to be used in Collaborative Research Project *	If applicant has a plan to use IFS's special facilities, please select the "wish to use" and target facility. <input type="radio"/> do not wish to use <input type="radio"/> wish to use																														
Note (optional)	If there are any special matters for review, please enter them here. <input type="text"/>																														

For the signature, read the statements in the signature section and indicate your agreement to those statements by clicking the checkbox.

Signature

An applicant who does not belong to IFS should enter the following items.

Applicant's institution agreed to the applicant's commitment to the project.
 Head of applicant's institution (position title / name)

IFS responsible member agreed to the commitment to the project.
 IFS responsible member (position title / name)

All applicants should confirm following items.

Applicant guarantees that all project members have no problem to participate in the project.
 (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)

© Institute of Fluid Science, Tohoku University. All Rights Reserved.

After entering the information, click the “Confirm the application contents” button.

If there is an error in the entered content, an error message will be displayed. Follow the error message and edit the entered information.

If the entered information is correct, you will be transferred to the confirmation screen.

Examples of error in the entered information

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project | ★ List of application(s) | Logout

New application : General Collaborative Research Project

❑ Project title must not be empty.
Project abstract must not be empty.
Objective of the project must not be empty.
Research plan and preparation status must not be empty.
Expected results must not be empty.

** means required item.

Name (Last name, First name)	Taro SYOGAI
Institution / Position title *	<input type="text" value="〇〇 研究所"/> <input type="text" value="Technical staff"/> <input type="text" value="Position title(Other)"/> <small>If "position title" is "other", please enter the concrete position title.</small>
Address of Institution *	Postal code / Address <input type="text" value="1-2-3 Katahira, Aoba-ku, Sendai"/>
	TEL <input type="text" value="022-111-2222"/>
	FAX <input type="text"/>
E-mail *	<input type="text" value="test3@test.ac.jp"/>
Classification *	<input checked="" type="radio"/> General collaborative research <input type="radio"/> Confidential collaborative research (included summer school) <input type="checkbox"/> Collaborative research including Ph.D student <input type="checkbox"/> Collaborative research directed by young researcher (under 37 years old) <input type="checkbox"/> International collaborative research
Subject area *	<input type="text" value="Environment and energy"/>
Project title *	<input type="text"/> ❑ Project title must not be empty.
Project status *	<input type="text" value="New"/>

*Follow the error messages and correct the entered information.

– Application Website for IFS Collaborative Research Project User Manual –

If the entered information is correct, you will be transferred to the confirmation screen. If there are no problems with the entered information, click the “Submit an application” button at the bottom of the screen.

Project organization	
Name (Last name, First name)	Taro SYOGAI
Institution / Position title	Institution: Institute of University Position title: Technical staff
Address of Institution	Address: 1-2-3 Katahira, Aoba-ku, Sendai TEL: 022-111-2222 FAX:
E-mail	test3@test.ac.jp
Classification	General collaborative research International collaborative research
Subject area	Environment and energy
Project title	Research on
Project status	New
Project abstractaa bb cc
Research period	Start date: 2019/04/01 ~ End date: 2020/03/31
Project organization	
Project leader(applicant)	Name (Last name, First name): Taro SYOGAI Institution: Institute of University Position title: Technical staff Age: 40 Over Gender: male E-mail: test3@test.ac.jp Total visiting days: 3 Number of visit: 2

Agreement of insurance for students	No students participated in the project																				
Objective of the project	Fill in the objective of the project here																				
Research plan and preparation status	Fill in the research plan and preparation status here																				
Figure	Figure1.pdf																				
Expected results	Fill in expected results here																				
Budget request	<table border="1"> <thead> <tr> <th>Expense classification</th> <th>Unit price (JPY)</th> <th>Number of people/Quantity</th> <th>Amount (JPY)</th> <th>Route/Item</th> </tr> </thead> <tbody> <tr> <td>Travel expenses</td> <td>150,000</td> <td>2</td> <td>300,000</td> <td>London--Narita--Sendai</td> </tr> <tr> <td>Cost of expendable supplies</td> <td>20,000</td> <td>1</td> <td>20,000</td> <td>External Hard Disk</td> </tr> <tr> <td colspan="5">Travel expenses:300,000JPY Cost of expendable supplies:20,000JPY Total:320,000JPY</td> </tr> </tbody> </table>	Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item	Travel expenses	150,000	2	300,000	London--Narita--Sendai	Cost of expendable supplies	20,000	1	20,000	External Hard Disk	Travel expenses:300,000JPY Cost of expendable supplies:20,000JPY Total:320,000JPY				
	Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item																
	Travel expenses	150,000	2	300,000	London--Narita--Sendai																
	Cost of expendable supplies	20,000	1	20,000	External Hard Disk																
Travel expenses:300,000JPY Cost of expendable supplies:20,000JPY Total:320,000JPY																					
Facilities to be used in Collaborative Research Project	do not wish to use																				
Note (optional)																					
Signature																					
Applicant's institution agreed to the applicant's commitment to the project. Head of applicant's institution (position title / name): Dean / John Smith IFS responsible member agreed to the commitment to the project. IFS responsible member (position title / name): Prof. / Ryutai Ichiro Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)																					
Return to input page Submit an application																					
© Institute of Fluid Science, Tohoku University. All Rights Reserved.																					

If the application process is successfully completed, the processing status will be registered as “Applied” on the application list screen.

The screenshot shows the 'Application Web Site of IFS Collaborative Research Project' interface. At the top, there is a navigation bar with 'List of application(s)' and a 'Logout' button. Below this, there are search filters for 'Proposed date', 'Processing status', 'Category of application', 'Applicant', and 'IFS responsible member'. The 'Processing status' dropdown is set to 'Applied'. To the right, there are checkboxes for 'Classification' (General collaborative research, Conferential collaborative research) and 'Subject area' (Environment and Energy, Nano-micro, Health, Welfare and Medical Cares, Aerospace, Fundamentals, Others). A 'Search' button is visible. Below the filters is a table of applications. The table has columns: No, Serial number, Serial num for Multi, Proposed date, Processing status, Project status, Category of application, Applicant, IFS Non-IFS, Receiving code, Received date, and Report submit or not. The first row shows an application with 'Processing status' set to 'Applied', which is highlighted with an orange box. The table also includes pagination controls showing '(1 of 1)' and a '50' dropdown.

*The application content will be reviewed by the Office.
 The Office will check errors in your application.

4.2 Temporarily save application data

If the application content is not set during the “4.1 Submit an application” step, the application data can be temporarily saved without submitting the application.

(Edit screen)

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"	
Application Web Site of IFS Collaborative Research Project	
★ List of application(s) Logout	
Edit application : General Collaborative Research Project	
<small> "*" means required item.</small>	
Name (Last name, First name)	Taro SYOGAI
Institution / Position title *	Institution <input type="text"/>
	<input type="text" value="Technical staff"/> <input type="text" value="Position title(Other)"/> <small>If "position title" is "other", please enter the concrete position title.</small>
Address of Institution *	Postal code / Address <input type="text"/>
	TEL <input type="text"/>
	FAX <input type="text"/>
E-mail *	<input type="text" value="test3@test.ac.jp"/>
Classification *	<input checked="" type="radio"/> General collaborative research <input type="radio"/> Conferential collaborative research (included summer school) <input type="checkbox"/> Collaborative research including Ph.D student <input type="checkbox"/> Collaborative research directed by young researcher (under 37 years old) <input type="checkbox"/> International collaborative research
Subject area *	<input type="text" value="Environment and energy"/>
Project title *	<input type="text"/>
Project status *	<input type="text" value="New"/>
Project abstract *	<small>Please write the project abstract within 3 lines. The abstract will be open on the web etc.</small> <input type="text"/>
Research period *	<small>In case the project does not start on April 1, or end on March 31, please enter the starting or end date of this project.</small> Start date <input type="text" value="20170401"/> ~ End date <input type="text" value="20180331"/>

(Continued from the previous page)

Signature

An applicant who does not belong to IFS should enter the following items.

- Applicant's institution agreed to the applicant's commitment to the project.
Head of applicant's institution (position title / name)
- IFS responsible member agreed to the commitment to the project.
IFS responsible member (position title / name)

All applicants should confirm following items.

- Applicant guarantees that all project members have no problem to participate in the project.
(Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)

© Institute of Fluid Science, Tohoku University. All Rights Reserved.

If the application content is not set, click the “Save the input data temporarily” button after entering the items that can be input for now. Follow the error messages and edit the entered information. (Conduct the minimum required error check.)

If the entered content is correct, you will be transferred to the list screen and the processing status will be registered as “Temporary saved.”

The application cannot be submitted while in the “Temporary saved” state. If the application content is set, follow the procedures from “4.3 Edit the application content” and submit your application.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project
★ List of application(s)

Applications

This allows applicant to make his/her search more specific.

Proposed date ~

Processing status

Category of application

Applicant

IFS responsible member

Classification

- General collaborative research
- Conferential collaborative research (included summer school)

- Collaborative research including Ph.D student
- Collaborative research directed by young researcher (under 37 years old)
- International collaborative research

Subject area

- Environment and Energy
- Nano-micro
- Health, Welfare and Medical Cares
- Aerospace
- Fundamentals
- Others

Please click the "Proposed date" for more details of the application. Applicant is able to revise the application only if the status is "Applicated" or "Returned".

No	Serial number	Serial num for Multi	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Receiving code	Received date	Report submit or not
1	4	3	2016/11/28	Temporary saved	New	General Collaborative Research Project	Taro SYOGAI	taro RYUTAI			No

(1 of 1)

© Institute of Fluid Science, Tohoku University. All Rights Reserved.

4.3 Edit the application content (in the event that the processing status is “Temporary saved,” “Applied” or “Returned”)

If the processing status is “Temporary saved,” “Applied” or “Returned,” the application content can be edited. If the processing status is set to “Applied” the application content can be edited because it is being confirmed by the Office. If the processing status is set to “Returned,” it means that the application content was deemed to be incomplete as a result of it being confirmed by the Office, so please correct the application content.

When editing the application content, click the “Proposed date” of the application data.

The screenshot shows the 'Application Web Site of IFS Collaborative Research Project' interface. It includes search filters for 'Proposed date', 'Processing status', 'Category of application', 'Applicant', and 'IFS responsible member'. There are also checkboxes for 'Classification' and 'Subject area'. Below the filters is a table of applications. The 'Proposed date' column in the table is highlighted with an orange box.

No	Serial number	Serial number for Multi	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Receiving code	Received date	Report submitted or not
1	6		2016/12/13	Applied	New	International Multiple Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI			No


You will be transferred to the confirmation screen.

At the confirmation screen, you can use the following functions.

“Edit” … Edit the application content.

“Download” … Download the application content as an application form.


“Cancel the application” … Cancel the application. In the event that the application is cancelled, please be aware that the application data cannot be edited.

Agreement of insurance for students	No students participated in the project																			
Objective of the project	1																			
Research plan and preparation status	2																			
Figure																				
Expected results	2																			
Budget request	<table border="1"> <thead> <tr> <th>Expense classification</th> <th>Unit price (JPY)</th> <th>Number of people/Quantity</th> <th>Amount (JPY)</th> <th>Route/Item</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records found</td> </tr> <tr> <td colspan="5">Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY</td> </tr> </tbody> </table>					Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item	No records found					Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY				
	Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item															
	No records found																			
Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY																				
Facilities to be used in Collaborative Research Project	do not wish to use																			
Note (optional)																				
Signature																				
Applicant's institution agreed to the applicant's commitment to the project.																				
Head of applicant's institution (position title / name): 2																				
IFS responsible member agreed to the commitment to the project.																				
IFS responsible member (position title / name): w																				
Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)																				
Return to list of application(s) Edit Download Cancel the application																				
																				
© Institute of Fluid Science, Tohoku University. All Rights Reserved.																				

When editing the application content, click the “Edit” button. You will be transferred to the edit screen.

Edit the application content from the edit screen.

*The edit screen is the same screen as when you create the application form.

	Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY <small>Please add the line(s), if applicant needs more entry.</small> <input type="button" value="Add the field for input"/>
Facilities to be used in Collaborative Research Project *	If applicant has a plan to use IFS's special facilities, please select the "wish to use" and target facility. <input checked="" type="radio"/> do not wish to use <input type="radio"/> wish to use
Note (optional)	If there are any special matters for review, please enter them here. <input type="text"/>
Signature	
<small>An applicant who does not belong to IFS should enter the following items.</small>	
<input checked="" type="checkbox"/> Applicant's institution agreed to the applicant's commitment to the project. Head of applicant's institution (position title / name) <input type="text" value="Hokkai Tarou"/>	
<input checked="" type="checkbox"/> IFS responsible member agreed to the commitment to the project. IFS responsible member (position title / name) <input type="text" value="Ryutai Ichirou"/>	
<small>All applicants should confirm following items.</small>	
<input checked="" type="checkbox"/> Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)	
<input type="button" value="Clear the input data and return to list page"/> <input type="button" value="Confirm the application contents"/>	
	
<small>© Institute of Fluid Science, Tohoku University. All Rights Reserved.</small>	


When you finish entering the information, click the “Confirm the application contents” button. If the entered information is correct, you will be transferred to the confirmation screen.

If the processing status is set to “Temporary saved” and you are transferred to the edit screen, the following buttons will be displayed, and you can re-press the “Save the input data temporarily” button. After pressing the button, you will then be transferred to the list screen.

<input type="button" value="Clear the input data and return to list page"/>	<input type="button" value="Save the input data temporarily"/>	<input type="button" value="Confirm the application contents"/>
-----------------------------------------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------------------

– Application Website for IFS Collaborative Research Project User Manual –

Confirm the entered information from the confirmation screen. If there are no problems with the entered information, click the “Update” button.

Figure																				
Expected results	2																			
Budget request	<table border="1"> <thead> <tr> <th>Expense classification</th> <th>Unit price (JPY)</th> <th>Number of people/Quantity</th> <th>Amount (JPY)</th> <th>Route/Item</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records found</td> </tr> <tr> <td colspan="5">Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY</td> </tr> </tbody> </table>					Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item	No records found					Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY				
	Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item															
	No records found																			
Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY																				
Facilities to be used in Collaborative Research Project	do not wish to use																			
Note (optional)																				
Signature																				
Applicant's institution agreed to the applicant's commitment to the project.																				
Head of applicant's institution (position title / name): Hokkai Tarou																				
IFS responsible member agreed to the commitment to the project.																				
IFS responsible member (position title / name): Ryutai Ichirou																				
Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)																				
<div style="display: flex; justify-content: space-between;"> Return to input page Update </div>																				
																				
© Institute of Fluid Science, Tohoku University. All Rights Reserved.																				

After updating, you will be transferred to the list screen.

If the processing status is set to “Temporary saved” and you are transferred to the edit screen, the following buttons will be displayed. Please press the “Submit an application” button.

<div style="display: flex; justify-content: space-between;"> Return to input page Submit an application </div>

4.4 Submit an application (for “International Multiple Collaborative Research Project”)

If the application is not accepted when applying for the "International Multiple Collaborative Research Project" and you desire an examination of the “General Collaborative Research Project” (multiple applications allowed,) please apply for the “General Collaborative Research Project” followed by the applied “International Multiple Collaborative Research Project.”

Select “International Multiple Collaborative Research Project” on the application list screen, and click “Create an application.”



If the application is not accepted and you desire an examination of the “General Collaborative Research Project” (multiple applications allowed,) please select “wish to” for the examination of the General Collaborative Research Project.

Enter the other entry fields and then you will be transferred to the confirmation screen.

Review as General Collaborative Research	Please select "wish to" or "do not wish to" apply to the General Collaborative Research Project, if the application is rejected. If an applicant checked the item "wish to", please submit the application(s) of General Collaborative Research Project in addition to this application. <input checked="" type="radio"/> wish to <input type="radio"/> do not wish to
------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

:

Clear the input data and return to list page	Save the input data temporarily	Confirm the application contents
----------------------------------------------	---------------------------------	----------------------------------

Confirm the application content on the confirmation screen and submit your application.

Budget request	Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item
	Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY				
Facilities to be used in Collaborative Research Project	do not wish to use				
Note (optional)					
Signature					
Applicant's institution agreed to the applicant's commitment to the project.					
Head of applicant's institution (position title / name): Dean / Hokkai Tarou					
IFS responsible member agreed to the commitment to the project.					
IFS responsible member (position title / name): Prof / Ryutai Tarou					
Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)					
Return to input page	Submit an application				
© Institute of Fluid Science, Tohoku University. All Rights Reserved.					

The application data will be registered for the “International Multiple Collaborative Research Project.” When you choose other classifications, you will be transferred to the application list screen, but with the “International Multiple Collaborative Research Project,” if you select “wish to” for the review of the General Collaborative Research Project, you can continue to apply for the “General Collaborative Research Project.”

You will be transferred to the confirmation screen, so please click “Submit an General Collaborative Research” on the bottom of the screen.

The screenshot shows a confirmation screen titled "Signature". It contains the following text:

Applicant's institution agreed to the applicant's commitment to the project.
Head of applicant's institution (position title / name): Dean / Hokkai Tarou
IFS responsible member agreed to the commitment to the project.
IFS responsible member (position title / name): Prof / Ryutai Tarou

Applicant guarantees that all project members have no problem to participate in the project.
(Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)

At the bottom, there are three buttons: "Return to list of application(s)", "Download", and "Submit an General Collaborative Research". The "Submit an General Collaborative Research" button is highlighted with an orange border.

The footer includes the IFS Tohoku University logo and the text "© Institute of Fluid Science, Tohoku University. All Rights Reserved."

You will be transferred to the screen where you can register a new “General Collaborative Research Project.” Please enter the application content.

The screenshot shows the "New application : General Collaborative Research Project" form. The form fields are as follows:

- Name (Last name, First name): Taro SYOGAI
- Institution / Position title *: 研究所 (dropdown), Technical staff (dropdown), Position title(Other) (text input). Note: "If 'position title' is 'other', please enter the concrete position title."
- Address of Institution *: Postal code / Address: 千山市青葉区片平 1-2-3; TEL: 022-111-2222; FAX: (empty)
- E-mail *: test3@test.ac.jp
- Classification *: General collaborative research, Confidential collaborative research (included summer school), Collaborative research including Ph.D student, Collaborative research directed by young researcher (under 37 years old), International collaborative research
- Subject area *: Environment and energy (dropdown)
- Project title *: (empty text input)
- Project status *: New (dropdown)
- Project abstract *: Please write the project abstract within 3 lines. The abstract will be open on the web etc. (text area)
- Research period *: In case the project does not start on April 1, or end on March 31, please enter the starting or end date of this project. Start date: 20190401 ~ End date: 20200331

The application flow is the same as the previously described “4.1 Submit application” section.

After submitting your application, you will be transferred to the list screen.

The “General Collaborative Research Project” applied after clicking “Submit an General Collaborative Research” on the bottom of the screen from the confirmation screen of the “International Multiple Collaborative Research Project” application data will display the application number for the “International Multiple Collaborative Research Project” in the following “Serial number for Multi” column.

No	Serial number	Serial num for Multi	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Receiving code	Received date	Report submit or not
1	3	3	2016/11/28	Applied	New	International Multiple Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI			No
2	4	3	2016/11/28	Applied	New	General Collaborative Research Project	Taro SYOGAI	taro RYUTAI			No

*When applying for multiple “General Collaborative Research Projects,” transfer to the confirmation screen of the application data of the “International Multiple Collaborative Research Project” and click “Submit an General Collaborative Research.”

5 Print the application form

Print the submitted data as an application form (in the Excel file format.)

5.1 Print the application form

Click the “Proposed date” of the application data that you wish to print as an application form from the application list, and you will be transferred to the reference screen.

The screenshot shows the application website interface. At the top, there is a navigation bar with the text "Application Web Site of IFS Collaborative Research Project" and a "Logout" button. Below this is a section titled "Applications" with a "Create an application" button. The main area contains search filters for "Proposed date", "Processing status", "Category of application", "Applicant", and "IFS responsible member". There are also checkboxes for "Classification" (General collaborative research, Confidential collaborative research, Collaborative research including Ph.D student, Collaborative research directed by young researcher (under 37 years old), International collaborative research) and "Subject area" (Environment and Energy, Nano-micro, Health, Welfare and Medical Cares, Aerospace, Fundamentals, Others). A "Search" button is located at the bottom left of the filter section.

Below the filters is a table of applications. The table has the following columns: No, Serial number, Serial num for Multi, Proposed date, Processing status, Project status, Category of application, Applicant, IFS Non-IFS, Receiving code, Received date, and Report subm or not. The first row of data is highlighted with an orange box around the "Proposed date" cell, which contains the value "2016/12/13".

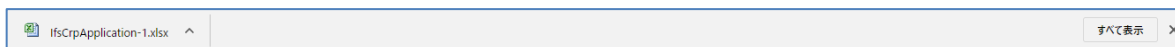
No	Serial number	Serial num for Multi	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Receiving code	Received date	Report subm or not
1	6		2016/12/13	Applied	New	International Multiple Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI			No

At the bottom of the page, there is a logo for "Institute of Fluid Science, Tohoku University" and a copyright notice: "© Institute of Fluid Science, Tohoku University. All Rights Reserved."

Click the “Download” button from the reference screen.

Agreement of insurance for students	No students participated in the project															
Objective of the project	1															
Research plan and preparation status	2															
Figure																
Expected results	2															
Budget request	<table border="1"> <thead> <tr> <th>Expense classification</th> <th>Unit price (JPY)</th> <th>Number of people/Quantity</th> <th>Amount (JPY)</th> <th>Route/Item</th> </tr> </thead> <tbody> <tr> <td colspan="5">No records found</td> </tr> <tr> <td colspan="5">Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY</td> </tr> </tbody> </table>	Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item	No records found					Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY				
	Expense classification	Unit price (JPY)	Number of people/Quantity	Amount (JPY)	Route/Item											
	No records found															
Travel expenses:0JPY Cost of expendable supplies:0JPY Total:0JPY																
Facilities to be used in Collaborative Research Project	do not wish to use															
Note (optional)																
Signature																
Applicant's institution agreed to the applicant's commitment to the project. Head of applicant's institution (position title / name): 2 IFS responsible member agreed to the commitment to the project. IFS responsible member (position title / name): w																
Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)																
<input type="button" value="Return to list of application(s)"/> <input type="button" value="Edit"/> <input type="button" value="Download"/> <input type="button" value="Cancel the application"/>																
© Institute of Fluid Science, Tohoku University. All Rights Reserved.																

The application form will be downloaded to your own PC.



*When using Google Chrome.

The printed application form will be as follows.

A	B	C	D	E	F	G	H	I	J
1	Received date								Output Date: 2019/02/05
2	Receiving code								
3									
4									
5	Institute of Fluid Science, Tohoku University								
6	Application Form of General Collaborative Research Project 2017								
7	Name (Last name, First name):	Taro SYOGAI							
8	Position title:Institution:	Institute of University Technical staff							
9	Address of Institution:	1-2-3 Katsushira, Aoba-ku, Sendai							
10	TEL:	022-111-2222							
11	FAK:								
12	E-mail:	test@test.ac.jp							
13	Classification	General collaborative research							
14									
15									
16	Subject area	Environment and energy							
17	Project title	sss							
18									
19	Project status	New							
20	(Former project code)								
21	If the project status is "New/progressing present project", or "2nd year" or "3rd year"								
22	(1)The number of co-authored papers	Journal:							
23		Conference:							
24		Patent, award etc.:							
25	(2)One representative paper etc.:								
26	(3)Presentation at IFS collaborative research forum								
27	(4)Other collaborative activities (This item is optional):								

6 About the edit requests from the Office

The application content is confirmed at the Office. If an edit is required, there will be an edit request from the Office and the target application data can be edited.

After receiving the notification, please edit the application content by following the procedures described in the previously described “4.3 Edit the application content” section.

★Hint

- If there is an edit request from the Office, the processing status will be changed to “Returned,” and the applicant will be able to edit the application.

If the application content is complete, you can “accept” the application. (The processing status will be changed to “Received”.) Later, the processing status will be changed to “Accepted” or “Rejected” depending on the examination results of the application content.

7 Submit a report

After the collaborative research is completed, please submit a report.

If the processing status is set to “Accepted,” you can submit a report.

7.1 Submit a report

Click the “application date” of the application data that you wish to submit as a report from the application list, and you will be transferred to the reference screen.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project | List of application(s) | Logout

Applications

<< Create an application >>

In order to apply, please select "Category of application" and click the "Create an application".

Select one [dropdown] Create an application [button]

This allows applicant to make his/her search more specific.

Proposed date: 2016/12/13 ~ [input]
 Processing status: Accepted [dropdown]
 Category of application: All [dropdown]
 Applicant: [input]
 IFS responsible member: [input]

Classification:

- General collaborative research
- Conferential collaborative research (included summer school)
- Collaborative research including Ph.D student
- Collaborative research directed by young researcher (under 37 years old)
- International collaborative research

Subject area:

- Environment and Energy
- Nano-micro
- Health, Welfare and Medical Cares
- Aerospace
- Fundamentals
- Others

[Search] [Reset]


Please click the "Proposed date" for more details of the application. Applicant is able to revise the application only if the status is "Applied" or "Returned".

No	Serial number	Serial number for Multi	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Re
1	10	9	2016/12/13	Accepted	New	General Collaborative Research Project	Taro SYOGAI	Jiro RYUTAI	

(1 of 1) [page navigation] 50 [dropdown]

IFS Institute of Fluid Science Tohoku University

Click the “Register the report” button from the reference screen.

Facilities to be used in Collaborative Research Project	do not wish to use
Note (optional)	q
Signature	
Applicant's institution agreed to the applicant's commitment to the project. Head of applicant's institution (position title / name): aaa IFS responsible member agreed to the commitment to the project. IFS responsible member (position title / name): aaaa	
Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)	
Project report	
Report in MS Word format	test.docx
Report in PDF format	test.pdf
Re-print	
Other materials	
Research publications	Title of the paper: Author(s): Page number: ~
Return to list of application(s) Download Register report(s)	
	
© Institute of Fluid Science, Tohoku University. All Rights Reserved.	


You will be transferred to the edit screen.

If you clicked “Register the report,” the application content will be displayed, but will no longer be able to be edited. Only the research report column will be able to be edited.

Application Web Site of IFS Collaborative Research Project	
List of application(s) Logout	
General Collaborative Research Project Serial number:308 Receiving code:1160001	
Name (Last name, First name)	Taro SYOGAI
Institution / Position title	Institution: ○○ 研究所 Position title: Technical staff
Address of Institution	Address: 〒仙台市青葉区片平 1-2-3 TEL: 022-111-2222 FAX:
E-mail	test3@test.ac.jp
Classification	General collaborative research
Subject area	Environment and energy
Project title	bbbbbb
Project status	2nd year 222
Abstract of Result of former year(s)	(1)The number of co-authored papers Journal (included international conference with peer review): 1 item(s) Conference: 2 item(s) Patent, award etc.: 2 item(s) (2)One representative paper etc. 22 (3)Presentation at IFS collaborative research forum 2018 No (4)External funds or projects based on IFS Collaborative Research Project, other collaborative activities (This item is optional) 22
Project abstract	1
Research period	Start date: 2017/04/01 ~ End date: 2018/03/31
Project organization	
Project leader(applicant)	Name(Last name, First name): Taro SYOGAI Institution: ○○ 研究所 Position title: Technical staff Age: 40 Over

:

(Continued from the edit screen)

Signature	
Applicant's institution agreed to the applicant's commitment to the project. Head of applicant's institution (position title / name): aaa IFS responsible member agreed to the commitment to the project. IFS responsible member (position title / name): aaaa	
Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)	
Project report	
Report in MS Word format	<input type="button" value="+ Select the file"/> <input type="button" value="✖ Delete the file: test.docx"/>
Report in PDF format	<input type="button" value="+ Select the file"/> <input type="button" value="✖ Delete the file: test.pdf"/>
Re-print	<input type="button" value="+ Select the file"/>
Other materials	<input type="button" value="+ Select the file"/>
Research publications	Title of the paper <input type="text"/> Author(s) <input type="text"/> Page number <input type="text"/> ~ <input type="text"/>
<input type="button" value="Clear the input data and return to list page"/> <input type="button" value="Confirm the contents of report"/>	
	
<small>© Institute of Fluid Science, Tohoku University. All Rights Reserved.</small>	

When submitting a report, a Word and PDF version of the reports are required.
The other items are optional.

If you select a report, please click the “Confirm the contents of report” button. You will then be transferred to the confirmation screen.

– Application Website for IFS Collaborative Research Project User Manual –

You will be transferred to the confirmation screen. Please confirm the entered content and register the report.

Signature	
Applicant's institution agreed to the applicant's commitment to the project. Head of applicant's institution (position title / name): aaa IFS responsible member agreed to the commitment to the project. IFS responsible member (position title / name): aaaa	
Applicant guarantees that all project members have no problem to participate in the project. (Please note that a person have an obligation to give undivided attention to his/her duties is not able to join the project.)	
Project report	
Report in MS Word format	test.docx
Report in PDF format	test.pdf
Re-print	
Other materials	
Research publications	Title of the paper: Author(s): Page number: ~
Return to input page Register report(s)	
© Institute of Fluid Science, Tohoku University. All Rights Reserved.	

When the registration is completed, you will be transferred to the list screen. The report will be displayed as "Yes" on the list screen.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project [★ List of application\(s\)](#) [Logout](#)

Applications

<< Create an application >>

In order to apply, please select "Category of application" and click the "Create an application".

Select one

This allows applicant to make his/her search more specific.

Proposed date:

Processing status:

Category of application:

Applicant:

IFS responsible member:

Classification:

- General collaborative research
- Conferential collaborative research (included summer school)
- Collaborative research including Ph.D student
- Collaborative research directed by young researcher (under 37 years old)
- International collaborative research

Subject area:

- Environment and Energy
- Nano-micro
- Health, Welfare and Medical Cares
- Aerospace
- Fundamentals
- Others

Please click the "Proposed date" for more details of the application. Applicant is able to revise the application only if the status is "Applied" or "Returned".

No	Serial number	Serial for	Proposed date	Processing status	Project status	Category of application	Applicant	IFS Non-IFS	Receiving code	Received date	Report submitted or not
1	2		2016/11/28	Accepted	2nd year	General Collaborative Research Project	Taro SYOGAI	taro RYUTAI			Yes

(1 of 1)

© Institute of Fluid Science, Tohoku University. All Rights Reserved.

8 About the processing status of the application data and e-mail notifications

8.1 About the processing status of the application data

Confirm the processing status of the application data from the processing status column of the application list screen. The processing status will be set as follows.

“Temporary saved” … The application is temporarily saved while the applicant creates the application data. The application will not be submitted if the processing status is set to “Temporary save.” The application data should be edited and submitted by the applicant.

“Applied” … The applicant has created the application data and submitted. The application data can be edited by the applicant if the processing status is set to “Application completed.”

“Checking the application” … The application data is being accepted. The application data cannot be edited if the processing status is set to “Checking the application.” If the application content is confirmed at the secretariat and there are no problems with it, the processing status will be set to “Accepted,” or if an edit request is made to the applicant, it will be set to “Returned.”

“Returned” … If the application data is incomplete and an edit request is made to the applicant, the processing status will be set to “Remand.” If it is set to “Returned,” the applicant can edit the application data.

“Cancelled” … The application data can be cancelled if it is incorrectly submitted. It can be cancelled if the processing status is set to “Temporary saved” or “Applied”

“Received” … The application content is confirmed by the secretariat, and if there are no problems with the application content, the application will be accepted.

“Accepted” … The applications that are selected as a result of the examination will be displayed as “Accepted.”

“Transferred” … The applications that are rejected as a result of the examination will be displayed as “Transferred.”

8.2 About the e-mail notifications

During the following processes carried out by the applicant, an e-mail notification will be sent to the secretariat.

- When the application is submitted
- When the application data is edited (when the application data from “Applied” or “Returned” is edited)
- When the application data is cancelled (excluding cases when the “Temporary saved” data is cancelled)

During the following processes carried out by the secretariat, an e-mail notification will be sent to the applicant.

- When the application data is accepted

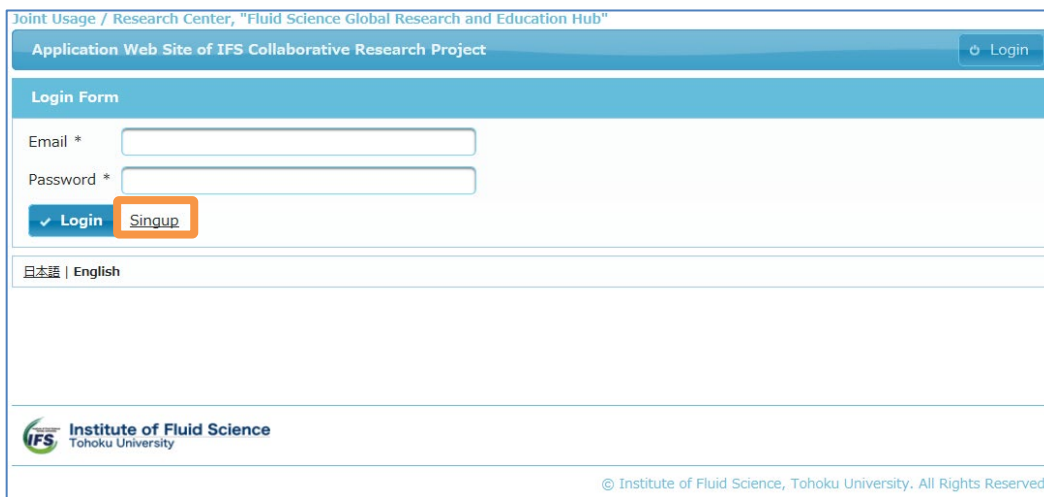
- When the application data is returned
- When the application data is cancelled

9 Register your account

9.1 Register your account (when registered by the applicant)

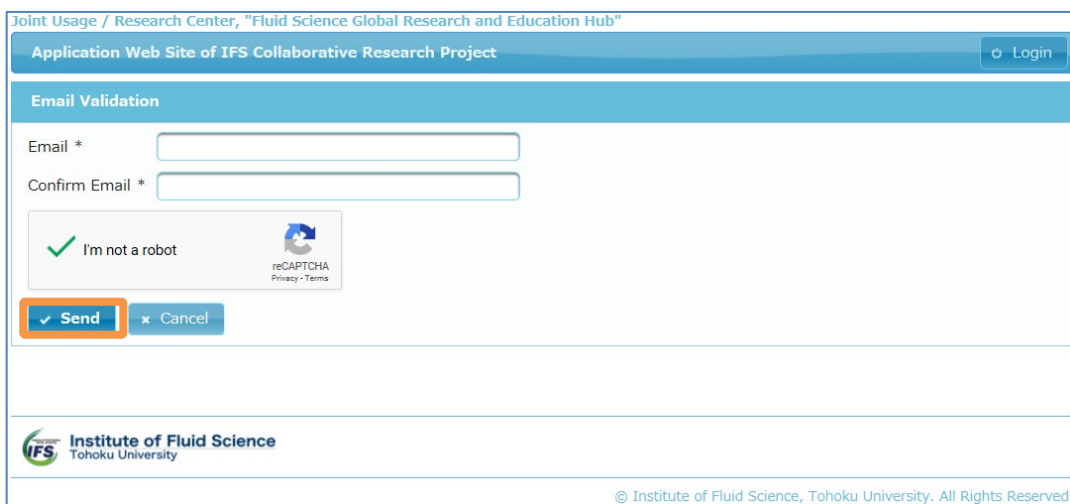
The account registration can be carried out by the applicant.

Please click “Signup”.



The screenshot shows the 'Login Form' section of the website. It includes a header with the site name and a 'Login' button. Below the header are two input fields for 'Email *' and 'Password *'. At the bottom of the form are two buttons: 'Login' and 'Signup', with the 'Signup' button highlighted by an orange box. The footer contains the IFS logo and copyright information.

Enter your e-mail address, and place a checkmark next to “I’m not a robot.” Then, click the “Send” button.



The screenshot shows the 'Email Validation' section of the website. It includes a header with the site name and a 'Login' button. Below the header are two input fields for 'Email *' and 'Confirm Email *'. Below the input fields is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom of the form are two buttons: 'Send' and 'Cancel', with the 'Send' button highlighted by an orange box. The footer contains the IFS logo and copyright information.

An authentication URL will be sent to the e-mail address that you entered.

Please register your account from the URL contained in the e-mail.

*Please note that if you do not access the account within 24 hours, the transmitted information will be discarded.

Access the URL listed in the e-mail to register your account. After entering the information, please click the “Confirm” button.

You will be transferred to the confirmation screen. Confirm the content and register your account.

Joint Usage / Research Center, "Fluid Science Global Research and Education Hub"

Application Web Site of IFS Collaborative Research Project [Login](#)

Registration	
Name	Jiro SYOGAI
Gender	male
Email	
Institution	Graduate School of Engineering / Tohoku University
Position	Professor
Postal code / Address of Institution	1-2-3 Katahira, Aoba-ku, Sendai, 123-4567
Tel	022-123-4567
Fax	022-123-9876
Password	*****

[Save](#) [Back](#)

10 About inquiries

If you have any questions about the “Application Website for IFS Collaborative Research Project,” please contact us at following e-mail address.

Contact information

Collaborative Research Project, Institute of Fluid Science, Tohoku University

E-mail: ifs-kyodo@grp.tohoku.ac.jp