

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 NIPS.
- Please select "NO" for a member of NIPS.
- **If you are unable to see the numbers after entering the dates of your visit, please refer to page 8 onwards of the manual.**

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1. 申請基本情報 (Basic information) 2. 組織 (Members) 3. 研究内容 (Details) 4. 研究業績 (Publication list) 5. 図表・別紙 (Figure/Table/Equation)

共同利用研究分担者の所属・職・氏名
Name/Institute/Position of Researchers and graduate/undergraduate students who will join this project
(研究補助者として学部学生を登録することも可能です)
(Please include any undergraduate students who will be joining your project as research assistants.)
(来所日程については、[-]を押下すると入力欄が表示されます。必要に応じて画面[+]を押下して入力欄を追加してください。)
(Please push [-] to add an extra column to the visiting schedule if necessary.)

来所予定「有」を選択した場合は必ず来所日程を入力してください。 Please make sure to enter visiting schedule(s) if you/research members will visit NIBB.
(※来所日程の入力内容が見えづらい場合はこちらをご確認ください。 *Please click [here](#) if you can not see the numbers entered in visiting schedules.)

	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例: 0泊1日1回(日帰り) 等 Visiting schedule* Example: 0night 1day 1time(for one-day trip) etc.
申請者 Project Leader remove					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	1 泊 Night(s) 2 日 Day(s) 3 回 Time(s)
所長対応者 Host researcher remove					<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	+

[add row \(別担者\)](#)
Researchers and graduate/undergraduate students who will join this project

[mail to member\(s\)](#) ※一時保存してからご利用ください。

合計 (Total) 2 名 (Members)

[組織表ダウンロード](#)
Download the table of members

※ If you would like to send an email to research members, you need to press "mail to member(s)" and "Download the table of members" buttons after this form has been saved.

特記事項 / Notices
申請時点で氏名未定の共同利用研究分担者の参加を予定している場合ここに記入してください。(例: 4月に兼任予定の研究員 ○泊○日○回)
If any researchers or graduate/undergraduate students applying to this project are not members of your laboratory, please provide their visiting schedule here.

If you/research members will visit NIPS, enter the dates for the visit is required.

Please select "NO" for a member of NIPS.

How to enter your visit schedule

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Before applying for an NIBB Collaborative Research Program, please read the program's open recruitment guidelines by clicking the link below.
<https://www.nibb.ac.jp/collebo/invite/invite.html>

1. 申請基本情報 (Basic information) 2. 組織 (Members) 3. 研究内容 (Details) 4. 研究業績 (Publication list) 5. 図表・別紙 (Figure/Table/Equation)

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(Please include any undergraduate students who will be joining your project as research assistants.)
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(Please push [+] to add an extra column to the visiting schedule if necessary.)

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	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例: 09/01 Visiting Schedule
申請者 Project Leader remove					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	
所内対応者 Host researcher remove					<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	

add row (分担者)
Researchers and graduate/undergraduate students who will join this project

mail to member(s) ※一時保存してからご利用ください。

合計 (Total) 2 名 (Members)

組織表ダウンロード
Download the table of members

※ If you would like to send an email to research members, you need to press "mail to member(s)" and "Download the table of members" buttons after this form has been saved.

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 NIPS?)" column.

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

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 Before applying for an NIBB Collaborative Research Program, please read the program's open recruitment guidelines by clicking the link below.
<https://www.nibb.ac.jp/collabo/invite/invite.html>

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 (Please include any undergraduate students who will be joining your project as research assistants.)
 (来所日程については、[+]を押下すると入力欄が表示されます。必要に応じて連打[+]を押下して入力欄を追加してください。)
 (Please push [+] to add an extra column to the visiting schedule if necessary.)

来所予定「有」を選択した場合は必ず来所日程を入力してください。 Please make sure to enter visiting schedule(s) if you/research members will visit NIBB.
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	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例: 0泊1日(日帰り) 等 Visiting schedule* Example: Onight 1day Itiner/ one-day (rip) etc.
申請者 Project Leader remove					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	
所内対応者 Host researcher remove					<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	

add row (分担者)
 Researchers and graduate/undergraduate students who will join this project

mail to member(s) ※一時保存してからご利用ください。

合計 (Total) 2 名 (Members)

組織表ダウンロード
 Download the table of members

※ If you would like to send an email to research members, you need to press "mail to member(s)" and "Download the table of members" buttons after this form has been saved.

If "YES" 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.

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共同利用研究分担者の所属・職・氏名
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(Please push [+] to add an extra column to the visiting schedule if necessary.)

来所予定「有」を選択した場合必ず来所日程を入力してください。 Please make sure to enter visiting schedule(s) if you/research members will visit NIBB.
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	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例: 0泊1日1回(日帰り) 等 Visiting schedule* Example: Onight 1day 1time(for one-day trip) etc.
申請者 Project Leader remove					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	<input type="text" value="泊 Night(s)"/> <input type="text" value="日 Day(s)"/> <input type="text" value="回 Time(s)"/>
所内対応者 Host researcher remove					<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	

add row (分担者)
Researchers and graduate/undergraduate students who will join this project

mail to member(s) ※一時的保存してからご利用ください。

合計 (Total) 2 名 (Members)

[組織表ダウンロード](#)
Download the table of members

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.

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

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
<ul style="list-style-type: none"> •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.

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1. 申請基本情報 (Basic information) 2. 組織 (Members) 3. 研究内容 (Details) 4. 研究業績 (Publication list) 5. 図表・別紙 (Figure/Table/Equation)

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Name/Institute/Position of Researchers and graduate/undergraduate students who will join this project
(研究補助者として学部学生を登録することも可能です)
(Please include any undergraduate students who will be joining your project as research assistants.)
(来所日程については、[+]を押下すと入力欄が実行されます。必要に応じて複数[+]を押下して入力欄を追加してください。)
(Please push [+] to add an extra column to the visiting schedule if necessary.)

来所予定「有」を選択した場合は必ず来所日程を入力してください。 Please make sure to enter visiting schedule(s) if you/research members will visit NIBB.
(※)来所日程の入力内容が見えづらい場合はこちらをご確認ください。 *Please click [here](#) if you can not see the numbers entered in visiting schedules.

	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例: 0日1日1回(日曜日) 等 Visiting schedule* Example: 0night 1day 1time
申請者 Project Leader					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	<input type="text" value="0"/> 日 Day(s) <input type="text" value="3"/> 回 Time(s)
所属対応者 Host researcher					<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	<input type="text" value="0"/> 日 Day(s) <input type="text" value="0"/> 回 Time(s)

add row (分担者)
Researchers and graduate/undergraduate students who will join this project

mail to member(s) ※一時保存してからご利用ください。

合計 (Total) 2 名 (Members)

組織表ダウンロード
Download the table of members

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.

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1. 申請基本情報 (Basic information) 2. 組織 (Members) 3. 研究内容 (Details) 4. 研究実績 (Publication list)

共同利用研究分担者の所属・職・氏名
 Name/Institute/Position of Researchers and graduate/undergraduate students who will join this project
 (研究補助者として学部学生を登録することも可能です)
 (Please include any undergraduate students who will be joining your project as research assistants.)
 (来所日程については、[+]を押下すると入力欄が表示されます。必要に応じて連番[+]を押下して入力欄を追加してください。)
 (Please push [+] to add an extra column to the visiting schedule if necessary.)

来所予定「有」を選択した場合は必ず来所日程を入力してください。 Please make sure to enter visiting schedule(s) if you/research members will visit NIBB.
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	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例: 0泊1日1回(日帰り) 等 Visiting schedule* Example: 0night 1day 1time(for one-day trip) etc.
申請者 Project Leader remove					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	- 1 泊 Night(s) 2 日 Day(s) 3 回 Time(s) +
所内対応者 Host researcher remove					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	+ +
分担者 Researchers and graduate/undergraduate students who will join this project remove					<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	- 1 泊 Night(s) 2 日 Day(s) 3 回 Time(s) +

add row (分担者)
 Researchers and graduate/undergraduate students who will join this project

mail to member(s) ※一時保存してからご利用ください。

合計 (Total) 3 名 (Members)

[組織表ダウンロード](#)

Click **Save App.** to temporarily save your entry.

The process of entering your visit schedule is completed.

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

Help My Page Download PDF Save App. Submit App. Simple View Timeout Count: 03:45 Login User: [user icon]

(Please include any undergraduate students who will be joining your project as research assistants.)
(来所日程については、[+]を押下すると入力欄が表示されます。必要に応じて適宜[+]を押下して入力欄を追加してください。)
(Please push [+] to add an extra column to the visiting schedule if necessary.)

来所予定「有」を選択した場合は必ず来所日程を入力してください。 Please make sure to enter visiting schedule(s) if you/research members will visit NIBB.

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	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例：0泊1日1回(日帰り) 等 Visiting schedule* Example: 0night 1day 1time(for one-day trip) etc.
申請者 Project Leader remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	<input type="text"/> 泊 Night(s) <input type="text"/> 日 Day(s) <input type="text"/> 回 Time(s)
所内対応者 Host researcher remove	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	

[add row \(分担者\)](#)
Researchers and graduate/undergraduate students who will join this project

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

The screenshot shows a web browser window with a form titled "nous-dev.nins.jp/form/edit". The browser's address bar shows "Time 90%" and a magnification level of "90%". A red box highlights the magnification controls. The form has several tabs: "1. 申請基本情報 (Basic information)", "2. 組織 (Members)", "3. 研究内容 (Details)", "4. 研究業績 (Publication list)", and "5. 図表・別紙 (Figure/Table/Equation)".

The main section is titled "共同利用研究分担者の所属・職・氏名" (Name/Institute/Position of Researchers and graduate/undergraduate students who will join this project). It includes instructions in Japanese and English. Below this is a table with columns: "氏名 Name", "所属大学・研究機関 Institute", "所属学部・研究科等 Faculty/Department", "職名 Position", "東所の有無 Will they come to NIBB?", and "Visiting schedule* Example: 0night 1day 1time(for one-day trip) etc.". The "Visiting schedule*" column has input fields for "1 泊 Night(s)", "2 日 Day(s)", and "3 回 Time(s)". A red box highlights these input fields, and a red double-headed arrow points to them from a text box on the right.

Below the table are buttons for "add row (分担者)", "mail to member(s)", and "組織表ダウンロード". At the bottom, there is a "特記事項 / Notices" section with instructions in Japanese and English.

Lower the browser's (web page) display magnification.

The input field for the schedule of visits will be enlarged to make it easier to display the numbers.

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

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(Please include any undergraduate students who will be joining your project.)
(来所日程については、[+]を押下すると入力欄が表示されます。必要に応じて適宜[+]を押下してください。)
(Please push [+] to add an extra column to the visiting schedule if necessary.)

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	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の有無 Will they come to NIBB?	来所日程(※) 例：0泊1日1回(日帰り) 等 Visiting schedule* Example: 0night 1day 1time(for one-day trip) etc.
申請者 Project Leader	[input field]	[input field]	[input field]	[input field]	<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	<input type="text" value="泊 Night(s)"/> <input type="text" value="日 Day(s)"/> <input type="text" value="回 Time(s)"/>
所内対応者 Host researcher	[input field]	[input field]	[input field]	[input field]	<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No	

add row (分担者)
Researchers and graduate/undergraduate students who will join this project

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.

共同利用研究分担者の所属・職・氏名
Name/Institute/Position of Reserachers and graduate/undergraduate students who will join this project

	氏名 Name	所属大学・ 研究機関 Institute	所属学部・ 研究科等 Faculty/ Department	職名 Position	来所の 有無 Will they come to NIBB?	来所日程(※) 例：0泊1日1回(日帰 り) 等 Visiting schedule* Example: 0night 1day 1time(for one-day trip) etc.			
申請者 Project Leader	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	<table border="1"> <tr> <td>1泊 Night (s)</td> <td>2日 Day(s)</td> <td>3回 Time (s)</td> </tr> </table>	1泊 Night (s)	2日 Day(s)	3回 Time (s)
1泊 Night (s)	2日 Day(s)	3回 Time (s)							
所内対応者 Host researcher	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input type="checkbox"/> 有 Yes <input checked="" type="checkbox"/> 無 No				
分担者 Researchers and graduate/undergradua te students who will join this project	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input checked="" type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No	<table border="1"> <tr> <td>1泊 Night (s)</td> <td>2日 Day(s)</td> <td>3回 Time (s)</td> </tr> </table>	1泊 Night (s)	2日 Day(s)	3回 Time (s)
1泊 Night (s)	2日 Day(s)	3回 Time (s)							

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



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**