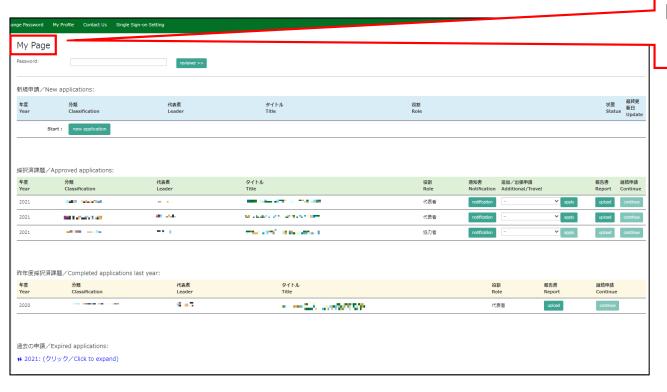
How to submit your annual report via NOUS

NOTE: How to Name the File

- Please name the file in accordance with the following rule:
 - 1) Put the alphabet of your research category at the beginning of the name*.
 - 2) Put the last two numbers of the Fiscal Year in the middle of the name. For the project which conducted in FY 2020, the numbers are "20".
 - 3) Put your Project number, which is written in your application form or research result notification, at the end of the name.
 - 4) Join all characters and numbers with hyphens in order from 1) to 3).

Research Category	Alphabet*	Example
一般共同研究 General Collaborative Project	d	d-20-101
計画共同研究 Planned Collaborative Project	е	e-20-201
研究会 IPS Research Meeting	f	f-20-301
国際研究集会 NIPS International Workshop	i	i-20-401
生体機能イメージング共同利用実験 Cooperative study by functional imaging	h	h-20-501



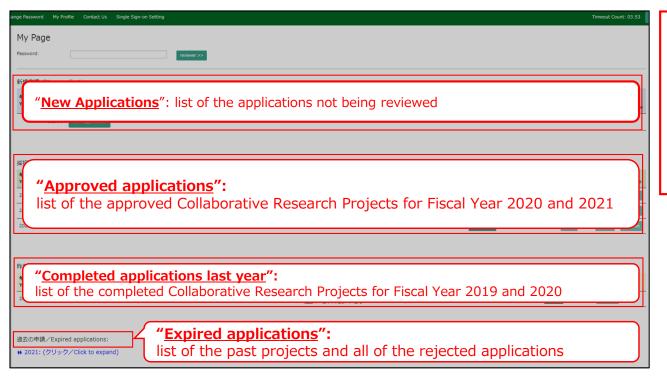
Please log into NOUS and go to your My Page.



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

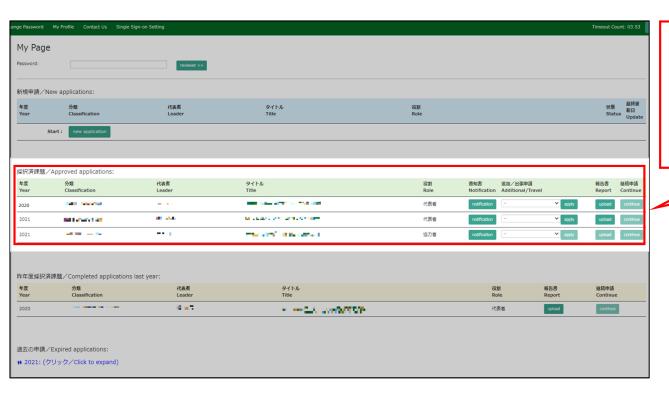
The guideline in English to log into NOUS is given below.

(https://www.nips.ac.jp/collabo/2 How%20to%20log%20into%20NOUS %20with%20Two-Step%20Verification%20-%202022.pdf)

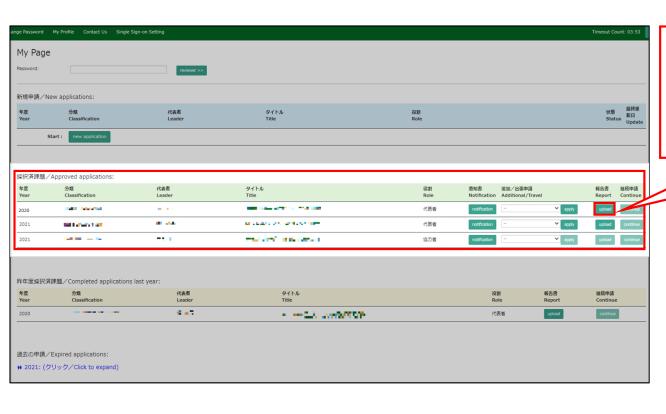


There are four contents in My Page:

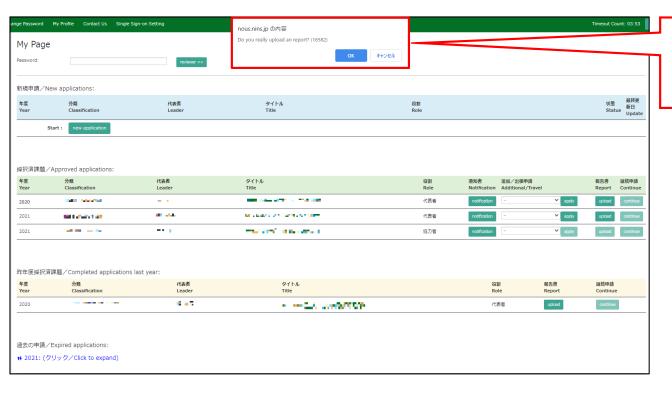
- New applications
- Approved applications
- ·Completed applications last year
- Expired applications



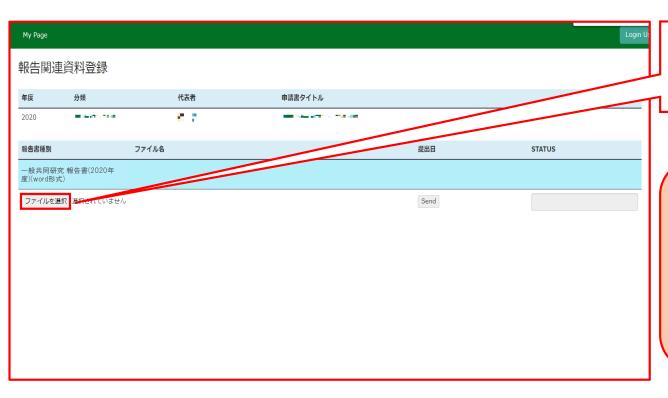
Your Collaborative Research Projects conducted in Fiscal Year 2020 will be listed in [Approved applications].



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



Please click [OK] to confirm.

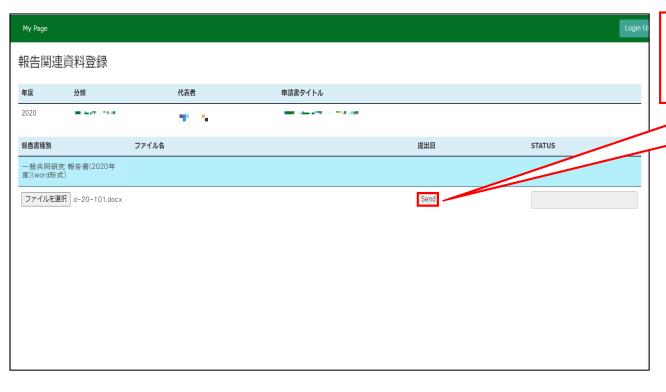


Click the Browse ([ファイルを選択] in Japanese) button below and select your report*.

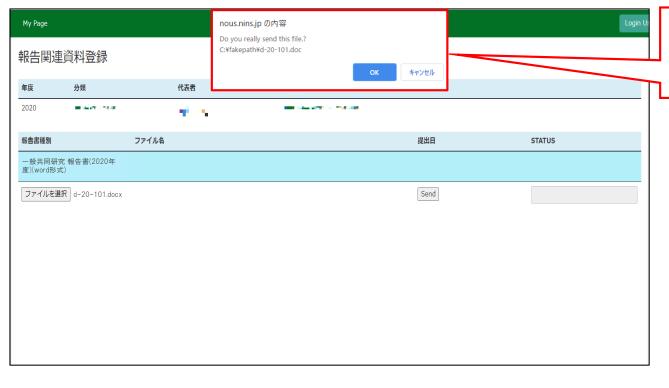


*Please note:

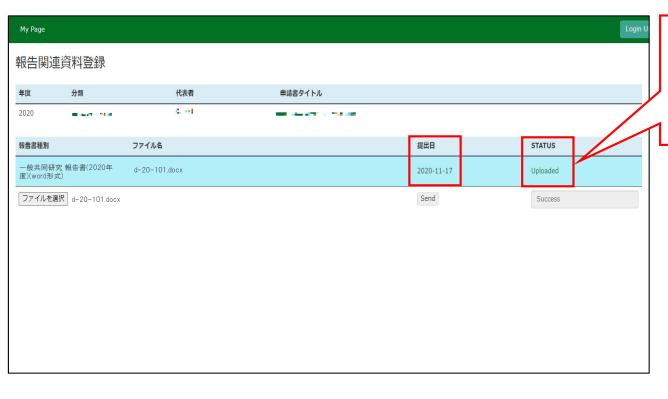
- make sure the file is word. PDF may not be accepted.
- check how to name your file from pp.25.



Click the [Send] button.



Please click [OK] for confirmation.



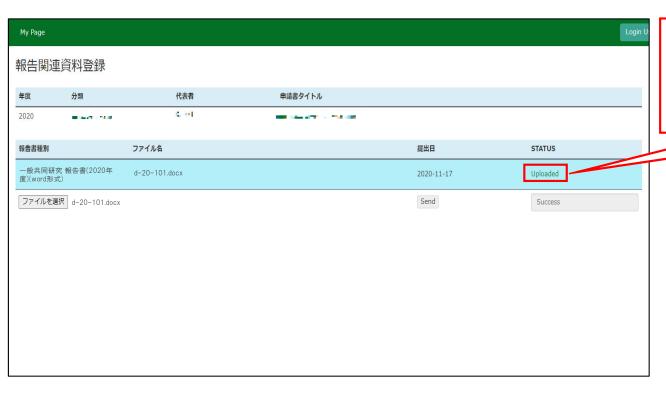
Check that the date of submission is visible and the report's STATUS has changed to "Uploaded"



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 do not hesitate to contact to us.



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