

FY2023 Phoenix Postdoctoral Fellowships for Research at Hiroshima University

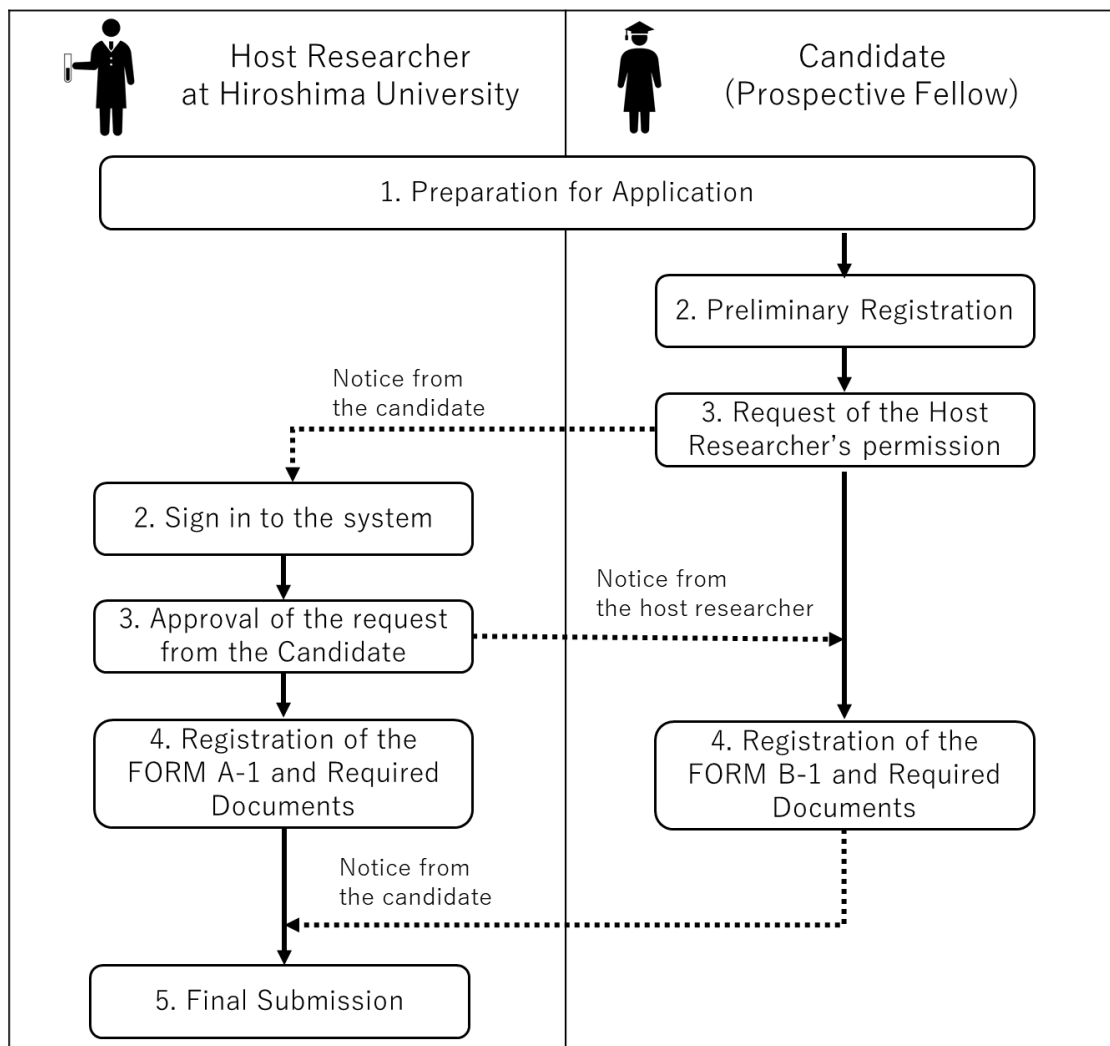
- Application Guide for **Host Researchers** -

Overview of the entire application process

This guide summarizes, explains how to enter and submit application details for **Host Researchers**.

An overview of the entire application process is shown in the following figure.

Application Process

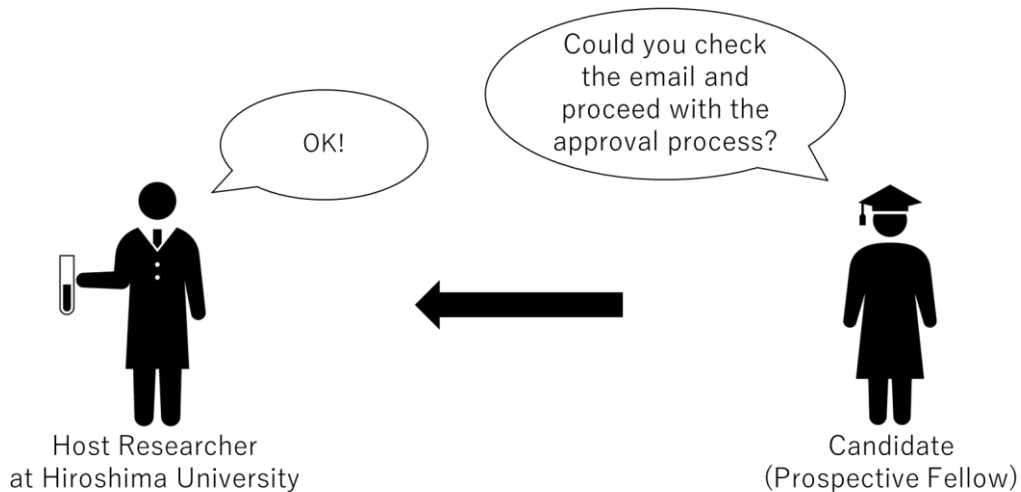


1 Preparation for Application

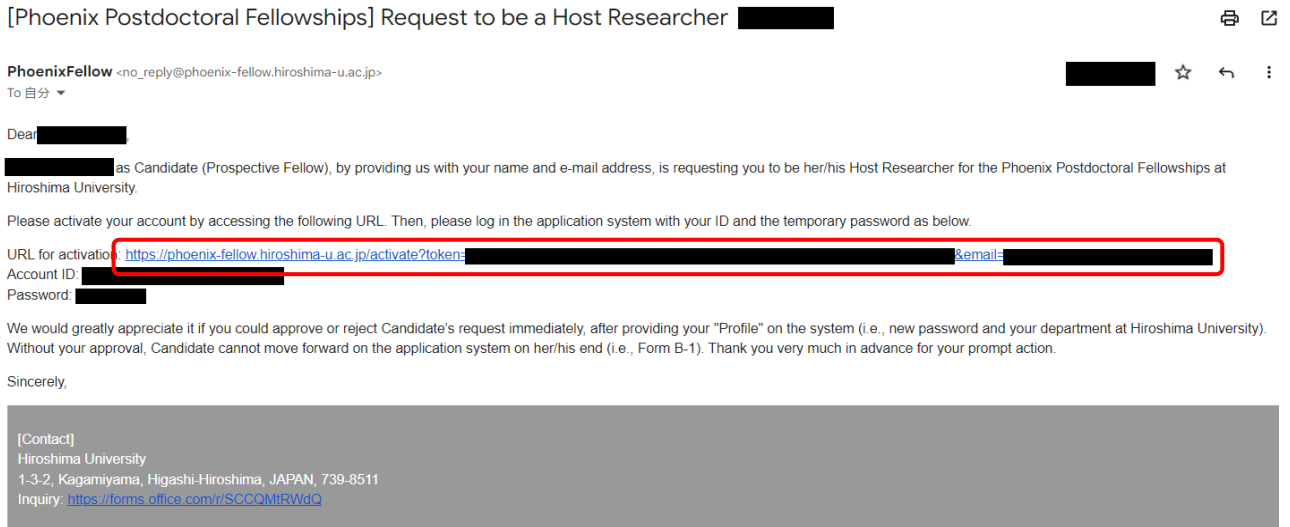
- 1.1 If your candidate is not Japanese, you must perform required checks on the [Confirmation Sheet about Security Export Control](#) and go through required procedures according to the instructions provided there. For details, refer to the Call for Proposals, Section 13 (2).
- 1.2 Prepare the following documents prior to application.
 - ✓ Filled-out FORM A-1 for preparation (Excerpt from FORM A-1 for Preparation)
 - ✓ Collaborative Research Plan (FORM A-2; PDF)
 - This should be converted to PDF at the time of submission and should be prepared by the host researcher and the candidate.
 - ✓ Letter of Consent (FORM A-3; PDF)
 - This should be converted to PDF at the time of submission and should be prepared by the head of the host Graduate School, or other appropriate head.

2 Sign in to the system

- 2.1 After your candidate (Prospective Fellow) sign up for the application system and register some information, the candidate tell you to check your email and to proceed with the approval process.



2.2 When you receive the e-mail titled “[Phoenix Postdoctoral Fellowships] Request to be a host researcher,” click on the link on it.




2.3 Go to 2.5 if the following screen titled “Application System: Sign in” has successfully appeared, otherwise go to 2.4.



Application System: Sign in

Email address

Password  0

Remember me

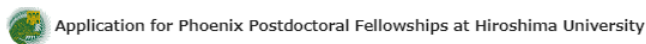
[Forgot password?](#)

SIGN IN

2.4 An e-mail titled “[Phoenix Postdoctoral Fellowships] Prospective host researcher: E-mail verified” will be sent to your e-mail address after 2.1. Click on the link in it to open a browser window titled “Application System: Sign in.”



2.5 Enter your “E-mail address” and “Password” sent by the e-mail titled “[Phoenix Postdoctoral Fellowships] Request to be a host researcher” (see 2.2), and click on “SIGN IN.”

The image shows a web form titled "Application System: Sign in". It contains two input fields: "Email address" and "Password". The "Email address" field contains a redacted email address. The "Password" field contains a redacted password and has a visibility toggle icon (an eye) on the right. Below the password field is a checkbox labeled "Remember me" and a link "Forgot password?". At the bottom of the form is a large green button labeled "SIGN IN".

2.6 Type in the blanks and click on “SUBMIT.”

Prospective Host Researcher: Brief information
Please fill in the fields below.

* Required information

* Password

* Password confirmation

First name

Middle name

Family name

E-mail Address

* Department

Position

Position (Other)

3 Approval of the request from the Candidate

3.1 Click on “APPROVE” if you approve the request from the Candidate (Prospective Fellow), otherwise click on “REJECT.”

Note: If you do not click on “APPROVE,” the Candidate is not eligible to proceed with the application process.

Applicant (Prospective Host Researcher)

Candidate's name

Host Researcher's
Research Area: Basic
Section Code
Section Name

The following description assumes that you clicked on "Approve".

3.2 After the approval, the following screen is displayed.

Applicant (Prospective Host Researcher)

Candidate's name Taro Hirodai
Host Researcher's
Research Area: Basic
Section Code
Section Name

Application Requirements checked by Candidate when submitting Form B-1

I have developed the Collaborative Research Plan (Form A-2) with my host researcher at Hiroshima University.

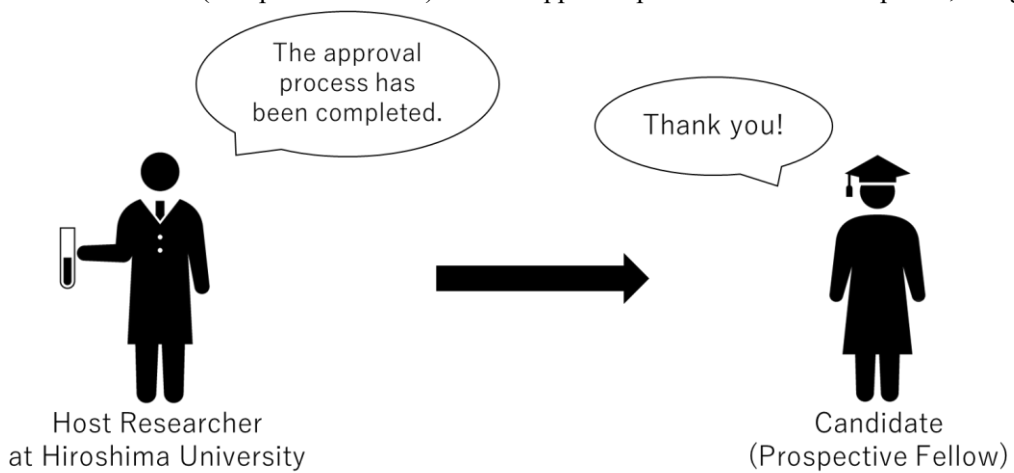
My research is not related to military affairs.

I have read the above conditions and I meet all of them. I certify that the information provided in this application is true and correct.

EDIT PROSPECTIVE HOST RESEARCHER'S INFORMATION (FORM A-1)

CONFIRM BEFORE THE FINAL SUBMISSION

3.3 Inform the Candidate (Prospective Fellow) that the approval process has been completed, and go to 4.



4 Registration of the FORM A-1 and Required Documents

- 4.1 If you have closed your browser window, please go to the “[Application System: Sign in](#)” page and sign in. Click on “EDIT PROSPECTIVE HOST RESEARCHER’S INFORMATION (FORM A-1).”

Applicant (Prospective Host Researcher)

Candidate's name Taro Hirodai
Host Researcher's Research Area: Basic
Section Code
Section Name

Application Requirements checked by Candidate when submitting Form B-1

I have developed the Collaborative Research Plan (Form A-2) with my host researcher at Hiroshima University.

My research is not related to military affairs.

I have read the above conditions and I meet all of them. I certify that the information provided in this application is true and correct.

EDIT PROSPECTIVE HOST RESEARCHER'S INFORMATION (FORM A-1)

CONFIRM BEFORE THE FINAL SUBMISSION

- 4.2 If any of your personal information displayed is incorrect, click on the 3-point reader in the upper right corner of the screen; If any of your personal information is incorrect, click on the 3-point reader in the upper right corner of the screen; if all your basic information is correct, go to 4.5.

Application for Phoenix Postdoctoral Fellowships for Research at Hiroshima University

Host Researcher's information (Form A-1)

* Required information

[Research area]
Indicate Host Researcher's research area, which is the most relevant to this application. To find its Section Code and Section Name, please refer to [JSPS's Review Section Table \(Overview\)](#) on pp. 2-8

* Basic Section Code Basic section code

* Basic Section Basic Section

[Applicant (Prospective Host Researcher)] **Basic information**

* Family name Smith

* Middle name Test

* First name Hanako

* Department Graduate School of Advanced Science and Engineering

* Position (Professor (Special Appointment))

[Candidate (Prospective Fellow)]

* First name Taro

* Middle name Test

- 4.3 Click on “EDIT PROFILE” to collect your basic information.

Application for Phoenix Postdoctoral Fellowships for Research at

Host Researcher's information (Form A-1)

* Required information

APPLICANT
Hanako Test Smith
hanako.test.smith@gmail.com

EDIT PROFILE SIGN OUT

[Research area]
Indicate Host Researcher's research area, which is the most relevant to this application. To find its Section Code and Section Name, please refer to [JSPS's Review Section Table \(Overview\)](#) on pp. 2-8

4.4 Edit only the information that needs correction and click "SAVE."

Application for Phoenix Postdoctoral Fellowships for Research at

APPLICANT

Prospective Host Researcher's Profile

Middle name
Test

Family name
Smith

Family name (in Japanese)

First name (in Japanese)

E-mail address The main e-mail address cannot be changed.
E-mail address (Main)
hanako.test.smith@gmail.com

Password If you do not want to change your password, please leave this part blank when saving.
Password

Confirm password

Department
Graduate School of Humanities and Social Sciences

Position
Other

Position (Other)
Professor (Special Appointment)

CLOSE SAVE

* Please attach the proposed Collaborative Research Plan (Form A-2), which have been developed with you and your prospective fellow.

Uploaded file : 2_FORM A-2_Collaborative Research Plan.pdf

Select PDF file
2_FORM A-2...h Plan.pdf (98.7 kB) X
1 files (98.7 kB in total)

[System for receiving Candidate (Prospective Fellow)]

* Communicative environment in your laboratory

Environment for communication and interaction with your young researchers inside the lab (Select the appropriate number. 5: Excellent to 1:Poor)

1 2 3 4 5

* List special measures taken in your lab (such as regular meeting conducted in English).

Up to a maximum of 400 bytes.

- XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXX

* Preference among your candidates

If you are applying for multiple candidates, fill in the rank of this candidate.

Number

* [Measures to protect human rights and to ensure compliance with laws and regulations]

N/A Applicable

Describe the measures and action that you will take if your research involves compliance with the related laws and regulations (e.g. research requiring the consent and the cooperation of the other party when implementing the research plan, research requiring consideration for the handling of personal information and research requiring efforts regarding bioethics and safety measures). This applies to surveys, research, experiments which require an approval procedure in an ethics committee outside the research institution, such as for example questionnaire surveys in which personal information is involved, interview surveys, the use of provided samples, analysis study of the human genome, recombinant DNA experiments, experiments on animals, etc. Please indicate where this is not applicable.

Up to a maximum of 1,000 bytes. Even if you chose N/A above, you still need to write down N/A in the box below, too.

N/A

* Letter of Consent (Form A-3) – this is should be converted to PDF at the time of submission and should be prepared by the head of the host Graduate School, or other appropriate head.

Uploaded file : 3_FORM A-3_Letter of Consent.pdf

Select PDF file
3_FORM A-3...nsent.pdf (157.7 kB) X
1 files (157.7 kB in total)

- 4.6 If the information on the screen is correct, click on “SAVE”; if the information is incorrect, click on “RETRUN” to correct mistakes, and click on “SAVE.”

Host Researcher's information

* Required information

Basic section information

* Basic Section Code

* Basic Section

Host Researcher's information

* Family name

Describe the measures that you will take if you are not in compliance with the related laws and regulations (e.g. research requiring the consent and the cooperation of the other party when implementing the research plan, research requiring consideration for the handling of personal information and research requiring efforts regarding bioethics and safety measures). This applies to surveys, research, experiments which require an approval procedure in an ethics committee outside the research institution, such as for example questionnaire surveys in which personal information is involved, interview surveys, the use of provided samples, analysis study of the human genome, recombinant DNA experiments, experiments on animals, etc. Please indicate where this is not applicable.
Up to a maximum of 1,000 bytes.

N/A

* Letter of consent

Uploaded file : [3_FORM A-3_Letter of Consent.pdf](#)

- 4.7 After the information typed in FORM A-1 is successfully saved, the following screen is displayed.

Applicant (Prospective Host Researcher)

Candidate's name	Taro Hirodai
Host Researcher's	01010
Research Area: Basic Section Code	
Section Name	Philosophy and ethics-related

Application Requirements checked by Candidate when submitting Form B-1

I have developed the Collaborative Research Plan (Form A-2) with my host researcher at Hiroshima University.

My research is not related to military affairs.

I have read the above conditions and I meet all of them. I certify that the information provided in this application is true and correct.

EDIT PROSPECTIVE HOST RESEARCHER'S INFORMATION (FORM A-1)

CONFIRM BEFORE THE FINAL SUBMISSION

5 Final Submission

- 5.1 If “CONFIRM BEFORE THE FINAL SUBMISSION” is clickable and all the checkboxes in the red circle are checked, click on it and go to 5.3; if the link is not clickable, close your browser window and go to 5.2. NOTE: This link becomes clickable after the Candidate has checked all the checkboxes in the red circle and has submitted the FORM B-1.

Applicant (Prospective Host Researcher)

Candidate's name	Taro Hirodai
Host Researcher's	01010
Research Area: Basic	
Section Code	
Section Name	Philosophy and ethics-related

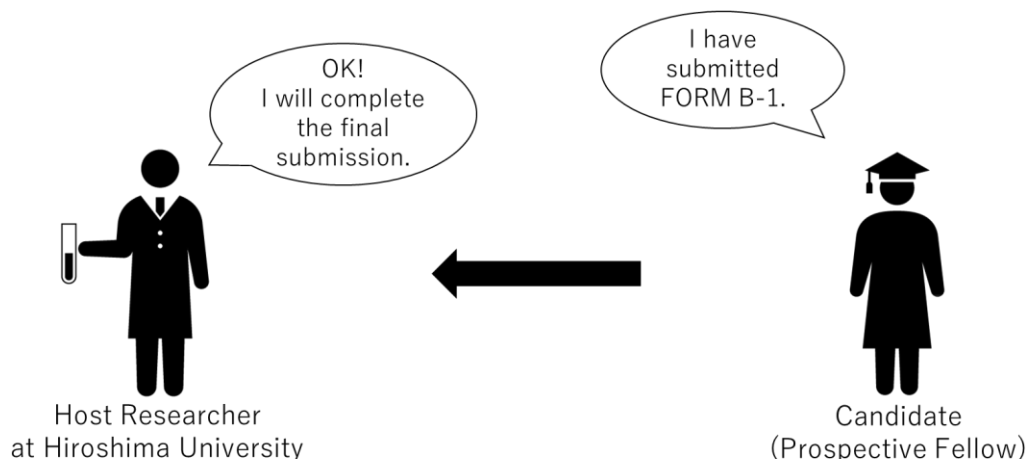
Application Requirements checked by Candidate when submitting Form B-1

- I have developed the Collaborative Research Plan (Form A-2) with my host researcher at Hiroshima University.
- My research is not related to military affairs.
- I have read the above conditions and I meet all of them. I certify that the information provided in this application is true and correct.

EDIT PROSPECTIVE HOST RESEARCHER'S INFORMATION (FORM A-1)

CONFIRM BEFORE THE FINAL SUBMISSION

- 5.2 After your Candidate has notified you that his/her FORM B-1 submission is complete, sign in at the “[Application System: Sign in](#)” page and click on “CONFIRM BEFORE THE FINAL SUBMISSION”.



5.3 Review all the saved information by clicking each “v” on the right side of the screen, check all the checkboxes at the bottom of the screen if you approve these application requirements, enter your name in the signature field, and click on “SUBMIT”.

Confirm before the final submission.

Basic Section information

Basic Code	01010
Basic Section	Philosophy and ethics-related

Fellow's information

Click to review the saved information

Profile	v
Academic degree(s)	v
Names of other Fellowship(s) that you are applying for	v
Letter of Reference/Recommendation	v
Higher education	v
Appointment(s)	v

Host Researcher's information

Profile	v
Total Duration	v
Relationship with the candidate	v
Any supplementary information	v

! Required Conditions for Applicants under this Fellowship Program
Please confirm that you meet all of the below-stated conditions. Check each box if you meet the conditions.
You are not eligible to apply if you do not meet all the conditions.

Prospective Host Researcher's Checklist of Application Requirements

- I have developed the Collaborative Research Plan (Form 3) with the Candidate.
- My research is not related to military affairs.
- I have read the above conditions and I meet all of them. I certify that the information provided in this application is true and correct.

Commit date 2022-08-29 **Signature** Hanako Test Smith

RETURN SUBMIT

5.4 When the submission is successfully completed, the following screen is displayed.

Applicant (Prospective Host Researcher) **Completed**

Candidate's name	Taro Hirodai
Host Researcher's	01010
Research Area: Basic	
Section Code	
Section Name	Philosophy and ethics-related

Application Requirements checked by Candidate when submitting Form B-1

- I have developed the Collaborative Research Plan (Form A-2) with my host researcher at Hiroshima University.
- My research is not related to military affairs.
- I have read the above conditions and I meet all of them. I certify that the information provided in this application is true and correct.