# FY2023 Phoenix Postdoctoral Fellowships for Research at Hiroshima University

- Application Guide for Host Researchers -

Overview of the entire application process

This guide summaries, 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

- If your candidate is not Japanese, you must perform required checks on the <u>Confirmation Sheet about</u> <u>Security Export Control</u> 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 (Excerption 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.

[Phoenix Postdoctoral Fellowships] Request to be a Host Researcher	8	ß
PhoenixFellow <no_reply@phoenix-fellow.hiroshima-u.ac.jp> To 自分 ▼</no_reply@phoenix-fellow.hiroshima-u.ac.jp>	¢	:
Dear		
as Candidate (Prospective Fellow), by providing us with your name and e-mail address, is requesting you to be her/his Host Researcher for the Phoenix Postdoctoral Fellowship Hiroshima University.	os at	
Please activate your account by accessing the following URL. Then, please log in the application system with your ID and the temporary password as below.		
URL for activation <u>https://phoenix-fellow hiroshima-u.ac.jp/activate?token=</u> Account ID: Password:		
We would greatly appreciate it if you could approve or reject Candidate's request immediately, after providing your "Profile" on the system (i.e., new password and your department at Hiroshima Without your approval, Candidate cannot move forward on the application system on her/his end (i.e., Form B-1). Thank you very much in advance for your prompt action.	Jniversi	ty).
Sincerely,		
[Contact] Hiroshima University 1.3-2, Kagamiyama, Higashi-Hiroshima, JAPAN, 739-8511		

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	<b>ک</b> ٥
Remember me	

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."

[Phoenix Postdoctoral Fellowships]Registrat Completed 중립トレイ x	ion		\$	Ľ
PhoenixFellow <no_reply@phoenix-fellow.hiroshima-u.ac.jp> To 自分 ▼</no_reply@phoenix-fellow.hiroshima-u.ac.jp>	10:42 (9 分前)	☆	٢	ł
Dear Faculty,				
Your e-mail address is verified. You can now use the application form to fill in your information from the foll	owing URL:			
URL https://phoenix-fellow.hiroshima-u.ac.jp/signin				
Sincerely,				
[Contact] Hiroshima University 1-3-2, Kagamiyama, Higashi-Hiroshima, JAPAN, 739-8511 Inquiry: https://forms.office.com/r//SCCOMIRW/dQ				

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."

Application System: Sign in	
Email address	
Password	Ø
	11
🗌 Remember me	Forgot password?
SIGN IN	

#### 2.6 Type in the blanks and click on "SUBMIT."

Prospective Host Researcher: Brief in	formation	
* Required information		
* Password		<b>O</b>
Password confirmation		<b>Q</b>
First name		
Middle name		
Family name		
E-mail Address		
* Department		
Position		•
Position (Other)	Position (Other)	
	· ·	
	SUBMIT	

- 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 Researche	r)	
Candidate's name		
Host Researcher's Research Area: Basic Section Code		
Section Name		
	APPROVE	REJECT

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

#### 3.2 After the approval, the following screen is displayed.



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 "<u>Application System: Sign in</u>" page and sign in. Click on "EDIT PROSPECTIVE HOST RESEARCHER'S INOFORMATION (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 Postdoc	toral Fellowships for Research at Hiroshima University	0
Host Researcher * Required information	's information (Form A-1)	
[Research area] Indicate Host Researcher's research area Name, please refer to JSPS's Review Sect	y, which is the most relevant to this application. To find its Section Code and Section tion Table (Overview) on pp. 2-8	
* Basic Section Code	Basic section code	
* Basic Section	Basic Section	
(Applicant (Prospective Host Re	searcher) 1 Basic information	
* Family name	Smith	
Middle name	Test	
* First name	Hanako	
* Department	Graduate School of Advanced Science and Engineering	
* Position	(Professor (Special Appointment))	J
[Candidate (Prospective Fellow)	1	_
* 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	APPLICANT
Host Researcher's information (Form * Required information	Hanako Test Smith hanako.test.smith@gmail.com
[Research area] Indicate Host Researcher's research area, which is the most relevant to this applica Name, please refer to JSPS's Review Section Table (Overview) on pp. 2-8	ation. To find its Section Code and Section

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

Ho	Prospective Host Researcher's Profile		iom	
* Ro	nanako			
TKC.	Middle name Test		т	
-	Eamily name		100	-
Research a	Smith		Eaction	
ame, please r			i Section	
Basic Sec	Family name (in Japanese)		100	
Basic Sec	First name (in Japanese)			
	E-mail address The main e-mail address cannot be changed.			
Applicant	E-mail address (Main)		100	
Espailure	hanako.test.smith@gmail.com		100	
liddle nam	Password If you do not want to change your password, please leave this part bl	lank when	100	
Middle nan * First nam	Password If you do not want to change your password, please leave this part bi saving. Password	lank when		
Middle nan * First nam * Departme	Password If you do not want to change your password, please leave this part bi saving. Password	lank when	l	
Middle nan * First nan * Departm * Position	Password If you do not want to change your password, please leave this part bi saving. Password	iank when	ł	
<ul> <li>First nam</li> <li>First nam</li> <li>Department</li> <li>Position</li> <li>Candidate</li> </ul>	Password If you do not want to change your password, please leave this part bi saving. Password Confirm password	lank when		
Middle nan First nam Departm Position Candidate	Password If you do not want to change your password, please leave this part bi saving. Password Confirm password Department Graduate School of Humanities and Social Sciences	o 0 0 0	ł	
Middle nan First nam Departm Position Candidate First nam Middle nan	Password If you do not want to change your password, please leave this part bi saving. Password Confirm password Department Graduate School of Humanities and Social Sciences Position Other	ank when		
Middle nan First nan Departmon Position Candidate First nan Middle nan Family na	Password If you do not want to change your password, please leave this part bi saving. Password Confirm password Department Graduate School of Humanities and Social Sciences Position Other Position (Other) Professor (Special Appointment)	ank when		
Middle nan First nam Departm Position Candidate First nam Middle nam Family na Research	Password If you do not want to change your password, please leave this part bi saving. Password Confirm password Department Graduate School of Humanities and Social Sciences Position Other Position (Other) Professor (Special Appointment)	ank when		

# 4.5 Type in the form, referring to your filled-out FORM A-1 for preparation, and click on "PREVIEW."

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) ]			
* Family name	Smith		
Middle name	Test		
* First name	Hanako		
* Department	Graduate School of Humanities and Social Sciences		
* Position	(Professor (Special Appointment))		
(Professor (Special Appointment)) [Candidate (Prospective Fellow)]			
* First name	Taro		
Middle name	Test		
* Family name	Hirodai		
* Research institution			
* Total during of the proposed fo			
Start (A.D Month)	End (A.D Month)		
	1023-04 End (A.B Hondin)		
[Relationship with Candidate (Pro	ospective Fellow)]		
* Relationship with the candidate	<ul> <li>Directly acquainted with candidate</li> <li>NOT directly acquainted with candidate</li> </ul>		
<ul> <li>Currently doing collaborative research</li> <li>Have done collaborative research in the past</li> <li>Visited his/her lab; Met at conference or symposium</li> <li>Other</li> </ul> Any supplementary information Up to a maximum of approximately 400 bytes.			
	<ul> <li>Preparation of proposed</li> <li>Piscussed sufficiently. O Discussed to some extent.</li> <li>Planning to discuss from now on.</li> </ul>		
* Preparation of proposed research plan etc.	<ul> <li>Discussed sufficiently. O Discussed to some extent.</li> <li>Planning to discuss from now on.</li> </ul>		
* Preparation of proposed research plan etc. * Research theme Enter within 100 letters. Do not use chu	Discussed sufficiently. O Discussed to some extent.     Planning to discuss from now on.		
Preparation of proposed research plan etc.     Research theme Enter within 100 letters. Do not use che	Discussed sufficiently. O Discussed to some extent.     Planning to discuss from now on.  emical formula or mathematical formula.  XXXXXXXX		
Preparation of proposed research plan etc.     Research theme Enter within 100 letters. Do not use che     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Discussed sufficiently. O Discussed to some extent.     Planning to discuss from now on.		
Preparation of proposed research plan etc.     Research theme Enter within 100 letters. Do not use che     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Discussed sufficiently. O Discussed to some extent.     Planning to discuss from now on.  mical formula or mathematical formula.  XXXXXXXX		

* Please attach the proposed Collaborative Research with you and your prospective fellow.	ch Plan (Form A-2), which have been developed
Uploaded file : 2_FORM A-2_Collaborative Rese	arch Plan.pdf
Select PDF file 2_FORM A-2h Plan.pdf (98.7 kB)	×
	1 files (98.7 kB in total)
[System for receiving Candidate (Prospective Fello	w)]
* 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)	
* List special measures taken in your lab (such as Up to a maximum of 400 bytes.	regular meeting conducted in English).
- xxxxxxxxxxxxxxxxxxx	
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
* Preference among your candidates	
If you are applying for multiple candidates, fill in the rank of	f this candidate.
Number 2	
N/A O Applicable	
Describe the measures and action that you will tak related laws and regulations (e.g. research requiri party when implementing the research plan, resear personal information and research requiring effort applies to surveys, research, experiments which re committee outside the research institution, such a personal information is involved, interview surveys the human genome, recombinant DNA experiment where this is not applicable. Up to a maximum of 1,000 bytes. Even if you chose N/A ab too.	te if your research involves compliance with the ng the consent and the cooperation of the other arch requiring consideration for the handling of ts regarding bioethics and safety measures). This squire an approval procedure in an ethics s for example questionnaire surveys in which s, the use of provided samples, analysis study of ts, experiments on animals, etc. Please indicate ove, you still need to write down N/A in the box below,
N/A	
* Letter of Consent (Form A 2) - this is should be	converted to PDE at the time of cubmicsion and
should be prepared by the head of the host Gradua	ate School, or other appropriate head.
Uploaded file : 3_FORM A-3_Letter of Consent.	pdf
Select PDF file 3_FORM A-3…onsent.pdf (157.7 kB)	×
~·	1 files (157.7 kB in total)
RETURN	PREVIEW

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 inform	nation	
* Required information		
Basic section information		
* Basic Section Code	01010	
* Basic Section	Philosophy and ethics-related	
Host Researcher's information		
* Family name	Smth	
	Test	
Describe the more related laws and regulation of the party when implementing the personal information and resea applies to surveys, research, ex- committee outside the research personal information is involve the human genome, recombina- where this is not applicable. Up to a maximum of 1,000 bytes.	.g. research requiring the esearch plan, research reor rch requiring efforts regar periments which require a i institution, such as for ex d, interview surveys, the u nt DNA experiments, expe	consense on the cooperation of the other puring consideration for the handling of rding bioethics and safety measures). This an approval procedure in an ethics cample questionnaire surveys in which use of provided samples, analysis study of eriments on animals, etc. Please indicate
* Letter of consent		
Uploaded file : 3_FORM A-3_	etter of Consent.pdf.	
DETUD		SAVE
KEIOKI		JAVL

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

Applicant (Prospe	ctive Host Researcher)
Candidate's name Host Researcher's Research Area: Basic Section Code	Taro Hirodai 01010
Section Name	Philosophy and ethics-related
Application Requireme B-1	ents checked by Candidate when submitting Form
I have developed with my host res	the Collaborative Research Plan (Form A-2) earcher at Hiroshima University,
☐ My research is no	ot related to military affairs.
I have read the a that the informat correct.	bove conditions and I meet all of them. I certify ion provided in this application is true and
EDIT PROSPECTIVE H	OST RESEARCHER'S INFORMATION (FORM A-1)
CONFIRM BEFORE TH	E 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 (Prospe	ctive Host Researcher)
Candidate's name Host Researcher's Research Area: Basic Section Code	Taro Hirodai 01010
Section Name	Philosophy and ethics-related
Application Requirem B-1 have developed with my host res	ents checked by Candidate when submitting Form I the Collaborative Research Plan (Form A-2) earcher at Hiroshima University.
🗹 My research is n	ot related to military affairs.
I have read the a I have read the a that the information correct.	above conditions and I meet all of them. I certify tion provided in this application is true and
EDIT PROSPECTIVE	HOST RESEARCHER'S INFORMATION (FORM A-1)
CONFIRM BEFORE TH	E 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".

asic Section information		
Basic Code	01010	
Basic Section	Philosophy and ethics-related	
Fellow's information		
Profile	Click to review the saved inform	natı
Academic degree(s)		~
Names of other Fellowship(s) that you are a	applying for	~
Letter of Reference/Recommendation		$\sim$
Higher education		~
Appointment(s)		$\sim$
U(U)		
Host Researcher's information		
Host Researcher's information Profile		~
Host Researcher's information Profile Total Duration		> >
Host Researcher's information Profile Total Duration Relationship with the candidate		
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information		~ ~ ~ ~ ~
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information		
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information Required Condus Please confirm that you meet You are not eligible to apply i	Lawes under this Fellowship Programs all of the below-stated conditions. Check each box if you meet the conditions. f you do not meet all the conditions.	
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information Required Condus Please confirm that you meet You are not eligible to apply i Prospective Host Researcher's Checklist of A	unts under this Fellowship Progrations. all of the below-stated conditions. Check each box if you meet the conditions. f you do not meet all the conditions.	
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information  Required Conous Please confirm that you meet You are not eligible to apply i Prospective Host Researcher's Checklist of A I have developed the Collaborative Re	conts under this Fellowship Progres call of the below-stated conditions. Check each box if you meet the conditions. f you do not meet all the conditions. esearch Plan (Form 3) with the Candidate.	
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information  Required Conous Please confirm that you meet You are not eligible to apply i Prospective Host Researcher's Checklist of A I have developed the Collaborative Re Mi research is not related to military	context under this Fellowship Progres. c all of the below-stated conditions. Check each box if you meet the conditions. f you do not meet all the conditions. esearch Plan (Form 3) with the Candidate. affairs.	
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information  Required Condus Please confirm that you meet You are not eligible to apply i Prospective Host Researcher's Checklist of A I have developed the Collaborative Re Mo research is not related to military I have read the above conditions and correct.	Links under this Fellowship Progra- all of the below-stated conditions. Check each box if you meet the conditions. f you do not meet all the conditions. pplication Requirements esearch Plan (Form 3) with the Candidate. affairs.	nd
Host Researcher's information Profile Total Duration Relationship with the candidate Any supplementary information  Please confirm that you meet You are not eligible to apply i Prospective Host Researcher's Checklist of A  Thave developed the Collaborative Researcher's Checklist of A  Thave read the above conditions and correct.  Description 2022-08-29	every under this Fellowship Progres all of the below-stated conditions. Check each box if you meet the conditions. f you do not meet all the conditions. pplication Requirements esearch Plan (Form 3) with the Candidate. affairs. I I meet all of them. I certify that the information provided in this application is true and Signature Hanako Test Smith	v v v

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

