

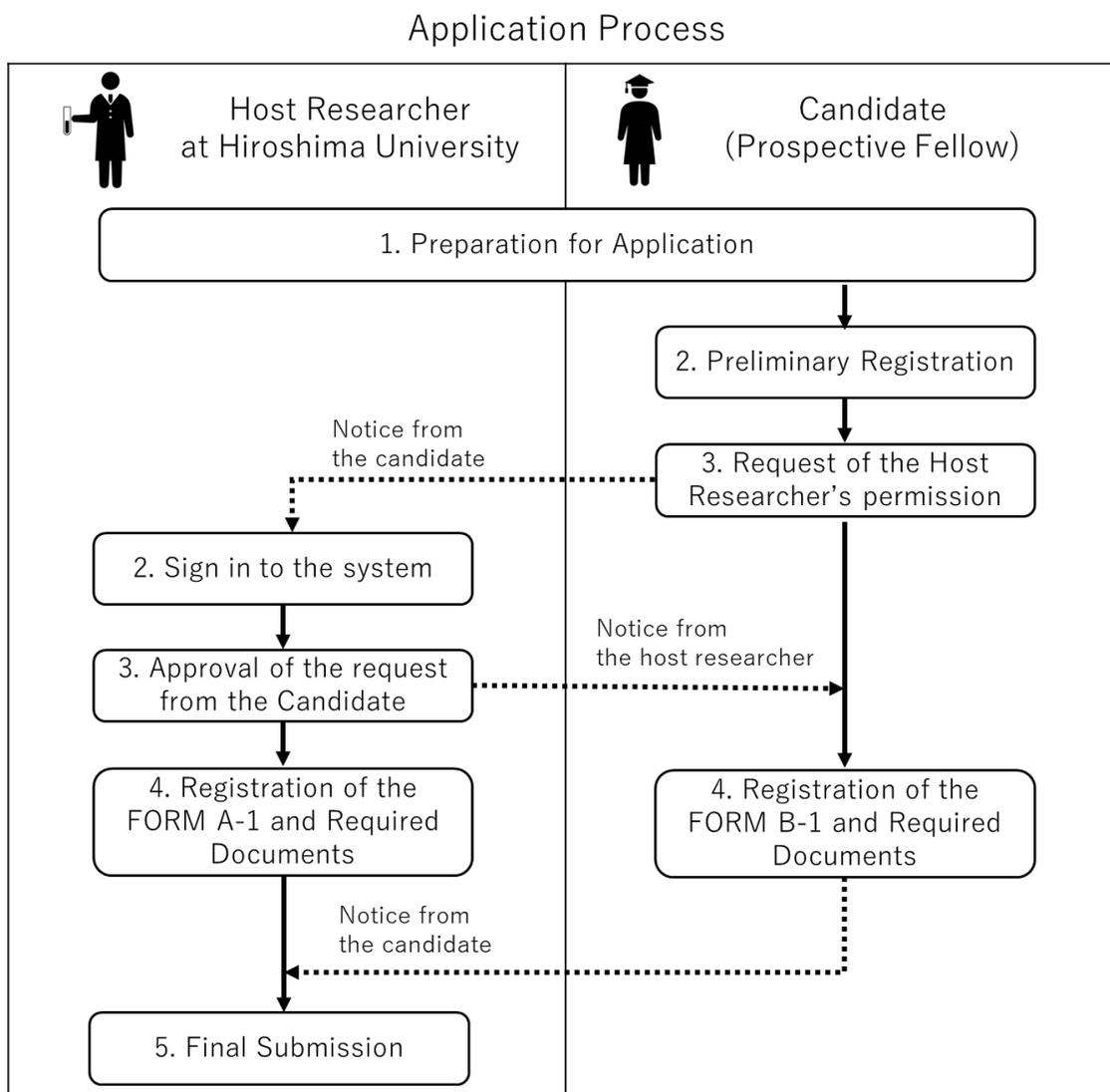
FY2023 Phoenix Postdoctoral Fellowships for Research at Hiroshima University

- Online Application System Instructions for **Candidates (Prospective Fellows)** –

Overview of the entire application process

This guide summarizes, explains how to enter and submit application details for **Candidates (Prospective Fellows)**.

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



1 Preparation for Application

Prepare the following documents prior to application.

- ✓ Filled-out FORM B-1 for preparation (Excerpt from FORM B-1 for Preparation)
- ✓ Letter of Recommendation (FORM B-2; PDF)
 - This should be converted to PDF at the time of submission and should be prepared by a recommender.
- ✓ Documents certifying awards (PDF)
 - If you have received awards in the past, prepare documents to prove them (e.g., certificates, copies of newspaper articles, etc.). If you have multiple files, compress them into a .zip file in advance.
- ✓ Reprints/offprints of your major publications (up to five; PDF)
 - If you have multiple files, compress them into a zip file in advance.

Note: Collaborative Research Plan (FORM A-2) must be developed jointly by you and your host researcher, but it should be submitted by your host researcher, not by you.

2 Preliminary Registration

- 2.1 Go to “Preliminary Registration for Candidate” page.
- 2.2 Type in the blanks and click “CREATE ACCOUNT.”

Preliminary Registration for Candidate
(Prospective Fellow)

First name (in English)

Middle name (in English)

Family name (in English)

Email address

Password 11

Password must be complex and at least 8 characters long, and must contain uppercase character(s), lowercase character(s), digit(s), and symbol(s).

Password confirmation 11

CREATE ACCOUNT

2.3 This will take you to the following screen.



Phoenix Postdoctoral Fellowships

You will receive a confirmation message about your preliminary registration to your e-mail address.
Please check your junk e-mail folder in case the confirmation e-mail got delivered there.
The message will instruct you how to continue your application.

2.4 An e-mail titled “[Phoenix Postdoctoral Fellowships] Candidate (Prospective Fellow): Preliminary registration completed” will be sent to your e-mail address. Click on the link in it.

[Phoenix Postdoctoral Fellowships] Candidate (Prospective Fellow): Preliminary registration completed [redacted]



2.5 Go to 3 if the following screen titled“Application System: Sign in” successfully appeared, otherwise go to 2.6.



Application System: Sign in

Email address

Password  0

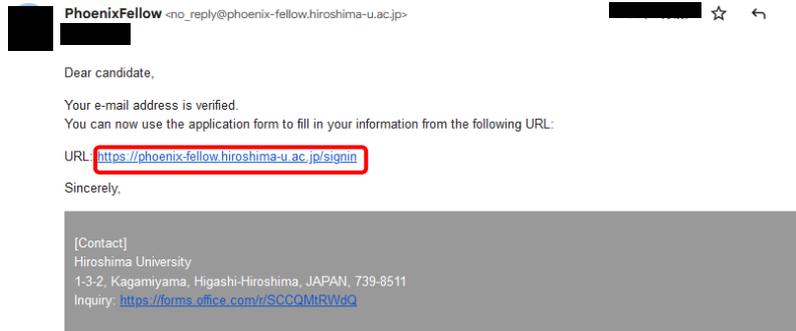
Remember me

[Forgot password?](#)

SIGN IN

2.6 An e-mail titled “[Phoenix Postdoctoral Fellowships]Registration Completed” will be sent to your e-mail address after 2.4. Click on the link in it to open a browser window titled “Application System: Sign in”.

[Phoenix Postdoctoral Fellowships]Registration Completed 受信トレイ x 印刷 共有



3 Request of the Host Researcher’s permission

3.1 Type in the blanks and click on “SIGN IN.”



Application System: Sign in

Email address
[Redacted]@ [Redacted]

Password
[Redacted] 11

Remember me

[Forgot password?](#)

SIGN IN

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

Application for Phoenix Postdoctoral Fellowships at Hiroshima University

Prospective Fellow: Profile
Please fill in the fields below.
* Required information

* First name

Middle name

* Family name

If your nationality is Japanese, please enter your name in Japanese.

Family name (in Japanese)

First name (in Japanese)

* E-mail Address (Main)

E-mail address (Sub)

Date of birth

Phone number

Country code

Phone number

SUBMIT



3.3 Click on “REQUEST PERMISSION.”

Candidate (Prospective Fellow)

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

REQUEST PERMISSION

3.4 Type in the blanks and click on “SUBMIT,” and **close the browser window**.

Application for Phoenix Postdoctoral Fellowships at Hiroshima University

Requests for Host Researcher's permission

Information on your prospective Host Researcher

First name [REDACTED]

Middle name [REDACTED]

Family name [REDACTED]

Email address [REDACTED]

SUBMIT

3.5 If the submission is successful, the following screen is displayed. Close the browser window.

Candidate (Prospective Fellow)

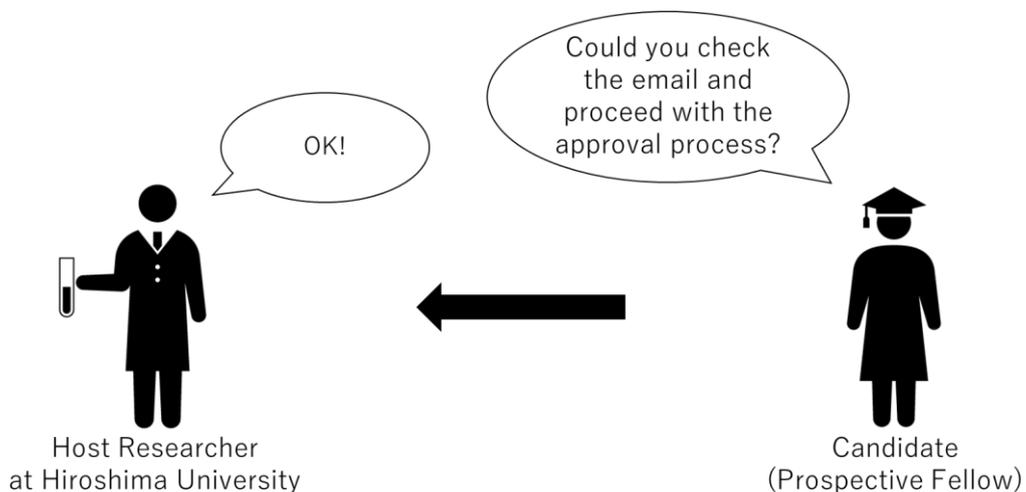
Host Researcher's
Research Area: Basic
Section Code
Basic Section Name

EDIT PROSPECTIVE FELLOW'S INFORMATION (FORM B-1)

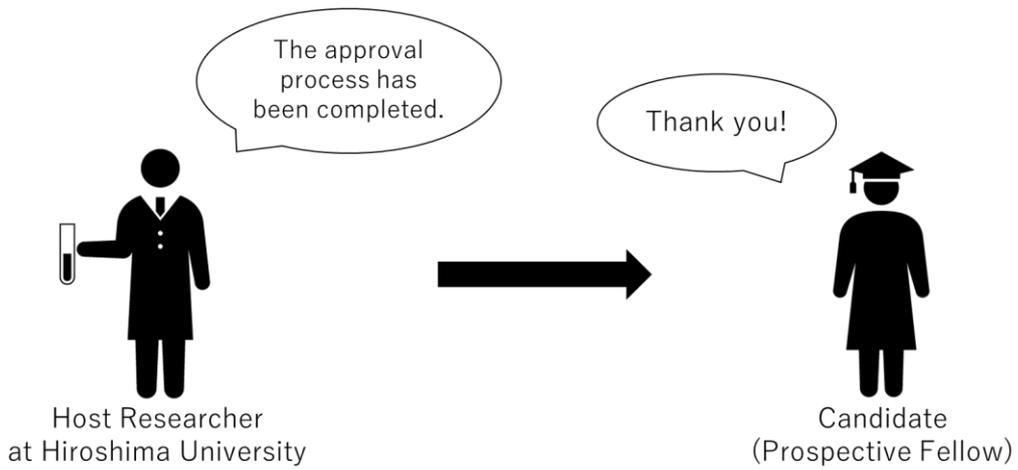
* Note that you can start editing this information (Form B-1) only after your host researcher approves your request for permission.

SUBMIT

3.6 Notify your host researcher at Hiroshima University of sending an email titled “[Phoenix Postdoctoral Fellowships] Request to be a host researcher” from no_reply@phoenix-fellow.hiroshima-u.ac.jp and start the approval process.



- 3.7 Wait for your host researcher to inform you that the approval process has been completed. Once you receive the notification, go to 4.



4 Registration of the FORM B-1 and Required Documents

- 4.1 Sign in from the "[Application System: Sign in](#)" page.



Application for Phoenix Postdoctoral Fellowships at Hiroshima University

The screenshot shows the 'Application System: Sign in' page. It contains the following elements:

- An input field for 'Email address'.
- An input field for 'Password' with a visibility icon (an eye with a slash) on the right.
- A checkbox labeled 'Remember me'.
- A blue link labeled 'Forgot password?'.
- A green button labeled 'SIGN IN'.

4.2 Click on “EDIT PROSPECTIVE FELLOW’S INFORMATION (FORM B-1)”

NOTE: This link appears after your host researcher make the approval process complete. If you don’t see this link on your screen, ask your host researcher to check if the approval process has been completed.



Candidate (Prospective Fellow)

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

[EDIT PROSPECTIVE FELLOW'S INFORMATION \(FORM B-1\)](#)

* Note that you can start editing this information (Form B-1) only after your host researcher approves your request for permission.

SUBMIT

- 4.3 If any of your personal information displayed is incorrect, click on the 3-point reader in the upper right corner of the screen; if all your basic information and contact information is correct, go to 4.6.

Application for Phoenix Postdoctoral Fellowships for Research at Hiroshima University ⋮

Fellow's information (Form B-1)

* Required information

Basic Information

Family name	Hirodai
Middle name	Test
First name	Taro
Family name in Japanese	広大
First name in Japanese	太郎
Nationality	Japan
Date of birth	2000-01-01
Sex	Male

* Previous appointment(s) (Start from the latest one. Include your current appointment.) +

Contact Information

[Contact Information]

Permanent postal code	1111111
Permanent country/region	US
Permanent mailing address	111-1111HogeHogePiyoPiyoBarBar
Current postal Code	2222222222222
Current country/region	Japan
Current mailing address	222-2222hogehogefoofoo
Phone 1 (Main): Give phone number beginning with country code.	81-11111111
Phone 2 (Sub): Give phone number beginning with country code.	(+00)000000000
E-mail address (Main)	taro.test.hirodai@gmail.com
E-mail address (Sub)	taro.test2.hirodai@gmail.com

4.4 Click on “EDIT PROFILE” to collect your personal information.

Application for Phoenix Postdoctoral Fellowships for Research at Hiroshima University

CANDIDATE
広大 太郎
taro.test.hirodai@gmail.com
EDIT PROFILE SIGN OUT

Fellow's information (Form B-1)
* Required information

Family name: Hirodai
Middle name: Test

4.5 Edit only the information that needs correction and click "SAVE," and return to 4.2.

Application for Phoenix Postdoctoral Fellowships for Research at Hiroshima University

CANDIDATE
広大 太郎
taro.test.hirodai@gmail.com
PROFILE SIGN OUT

Fellow's information
* Required information

Family name
Middle name
First name
Family name in Japanese
First name in Japanese
Nationality
Date of birth
Sex
* Previous appointment(s) (Start f...
Institution
* Position or Status
Start date
* Academic degree(s)
* Choose PhD or Equivalent Describe the degree, if equivalent

Prospective Fellow's Profile

E-mail address (Sub)
taro.test2.hirodai@gmail.com

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

Basic information
Date of birth: 2000-01-01 Sex: Male
Nationality: Japan

Permanent postal code: 1111111 Permanent country/region: US
Permanent mailing address: 111-1111HogeHogePiyoPiyoBarBar

Current postal code: 2222222222222 Current country/region: Japan
Current mailing address: 222-2222hogeHogefoofoo

Phone 1: Country code: 81 Phone 1 (Main): Phone number: 111111111
Phone 2: Country code: 00 Phone 2 (Sub): Phone number: 0000000000

CLOSE **SAVE**

4.7 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.”

Application for Phoenix Postdoctoral Fellowships for Research at Hiroshima University

Fellow's information

Please confirm your input and click the "SAVE" button.

Family name (in English)	Hirodai
Middle name (in English)	Test
First name (in English)	Taro
Family name in Japanese	広大
First name in Japanese	太郎
Nationality	Japan
Date of birth	2000-01-01
Sex	Male

2 Publication date 2022-02 3

* Attach up to five reprints/offprints of your major publications. If you wish to upload multiple files, ensure to compress them into a .zip file before uploading.

[Reprints_of_My_Publications.zip](#)

Your Academic Goals and Career Prospects after the Fellowship

xxxxxxxxxxxxxxxxxxxxxxxxxxxx

RETURN **SAVE**

4.8 After the information typed in FORM B-1 is successfully saved, the following screen is displayed. Click on “SUBMIT.”

Candidate (Prospective Fellow)

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

EDIT PROSPECTIVE FELLOW'S INFORMATION (FORM B-1)

* Note that you can start editing this information (Form B-1) only after your host researcher approves your request for permission.

SUBMIT

4.9 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”.

Note: If you don't approve all the application requirements, you are not eligible to apply for this fellowship.



Fellow's information

Please confirm your input and click the "Submit" button.

Family name (in English)	Hirodai
Middle name (in English)	Test
First name (in English)	Taro
Family name in Japanese	広大
First name in Japanese	太郎
Nationality	Japan
Date of birth	2000-01-01
	Male

* Attach up to five reprints/offprints of your major publications. If you wish to upload multiple files, ensure to compress them into a .zip file before uploading.

[Reprints_of_My_Publications.zip](#)

Your Academic Goals and Career Prospects after the Fellowship

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

- 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.

Commit date 2022-08-26

Signature Taro Test Hirodai

RETURN

SUBMIT

4.10 When your FORM B-1 is successfully submitted, the following screen is displayed.

Candidate (Prospective Fellow) **Form B-1 Submitted**

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

EDIT PROSPECTIVE FELLOW'S INFORMATION (FORM B-1)
* Note that you can start editing this information (Form B-1) only after your host researcher approves your request for permission.

SUBMIT

4.11 Inform your host researcher that your submission has been complete. From here, your host researcher will proceed with the final submission process.

