



東京大学医科学研究所
The Institute of Medical Science
The University of Tokyo

IMSUT

Joint Usage/Research Online Management System

User Guide

Last modified on October 29, 2023

The Institute of Medical Science, The University of Tokyo (IMSUT) accepts joint research applications via this system. All users (Applicants and IMSUT Host researchers) are required to create a system user account of their own.

Via this system, users can:

- Apply for joint research (submission of application).
- Download a notification of selection results.
- View past applications
- Apply for joint research extension (for proposals accepted in the previous fiscal year)
- Prepare and submit reports (Progress Report, Annual Report, and Project Completion Report).

Operating Environment

The recommended operating environment for this system is as follows.

To use this system with the latest version of the following browsers, update your OS and browser frequently.

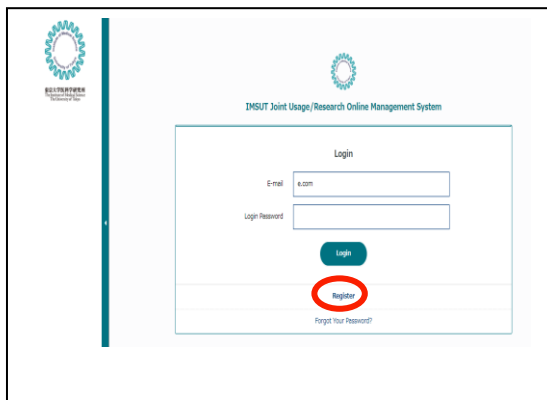
| | Edge | Google Chrome | Mozilla Firefox | Safari |
|---------|------|---------------|-----------------|--------|
| Windows | ○ | ○ | ○ | - |
| Mac OS | - | ○ | ○ | ○ |
| Linux | - | ○ | ○ | - |

NOTE:

This system is not available on smartphones (Android, iOS) and tablets (Android, iPadOS, etc.).

How to create an account

Click on “Register”



<https://ims-system.com/login/en>

The above URL links to the login page.

Fill in the entry fields.

● New User Registration Page

- E-mail address (You will log in with this e-mail address. The system sends notifications to this email address.)
- Password (password for login)
- First Name, Middle Name, Last Name (in English) *Entering middle name is optional.
- Sex (used for statistical purposes only)
- Job title(position) (if you select “other”, please enter the name of the job title/position)
- Date of birth (Month/Year)
- Category of Affiliation (If you belong to a foreign institution, enter the country in which it is located)
- Location (zip code, prefecture, address)
- Contact information (phone number, secondary e-mail address)

When you have completed the entry,

Press “Confirm” and “Send as above”

Then, you will receive a confirmation email to the e-mail address you registered.

Click on the link in the email.

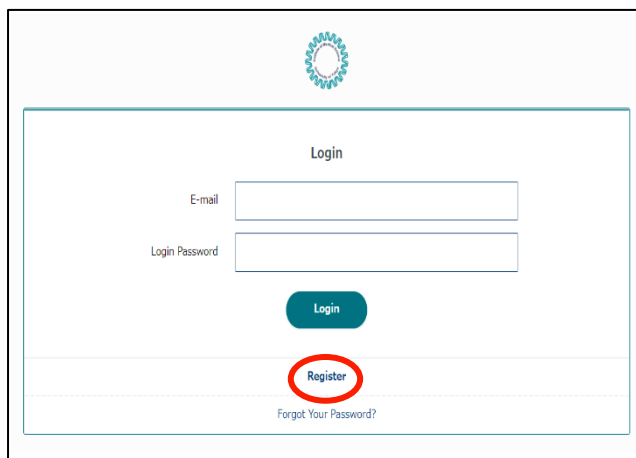
You will be directed to an account activation page.

Type in your e-mail address and press “Submit”.

Your registration is complete.

Try login.

Login to the System



<https://ims-system.com/login/en>

The above URL will direct you to the login page.

Enter the email and password you registered and click on “login”.

Dashboard Page

When you logged in, the “Dashboard Page” will appear first.

Here, you can view the followings:

- Proposals you submitted
- Temporarily saved drafts (before submission)
- Proposal(s) under confirmation by your IMSUT Host Researcher
- Proposal(s) returned for correction by the IMSUT Office
- The status of your applications
- Proposal(s) that has/have received a message from the IMSUT Office

In the box at the top of the screen, whether the IMSUT Office is accepting Applications/Reports is being displayed.

As for Reports, you can create and submit a report only while “Accepting” for the report is being displayed. Pay attention to which type of report is being accepted at that moment.

Application Process Steps

Prior to applying for joint research, consult with your IMSUT Host Researcher because you need to work closely with your Host on this online application.

<Application completes through the following steps>

Principal Investigator (PI): Fills in the required fields on the system and uploads the application form.



IMSUT Host Researcher: Confirms the entry and the application form (modifies if necessary) and submit



IMSUT Office: Accepts the application



Screening

NOTE:

If necessary, the IMSUT Office may return your proposal for correction. If that happens, promptly edit and submit it again. *Read "**Messages from IMSUT Office**" below.

After the application is accepted by the IMSUT Office (Application Completed), IMSUT carries out screening. Please wait for a notification of selection results.

*The instructions below are written for international applications.

How to apply for a new project

To apply for a new project,

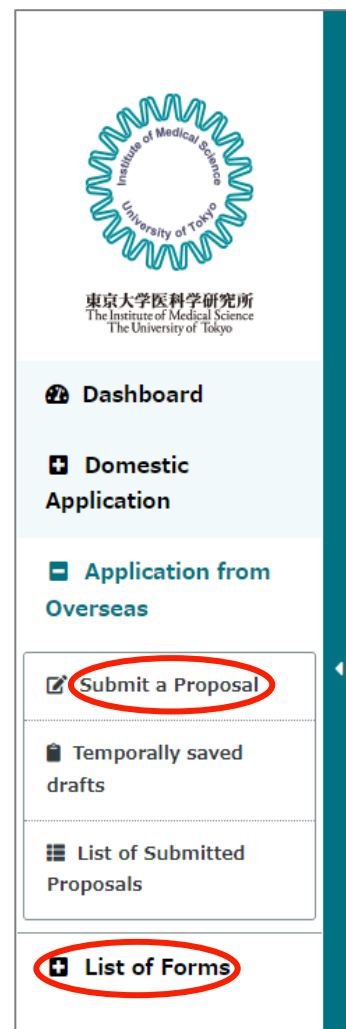
- Click on "Application from Overseas" on the left menu bar.
- Next, press "Submit a Proposal" in the submenu.
- Check the box for pledge
- Fill in the required fields
- Upload "FY2024 International Joint Research Application Form (New)" in PDF
- Press "Confirm" and if you are ready, click on "Send as above"

The form is available from the List of Forms on the left menu bar.

- **Form 1: "FY2024 International Joint Research Application Form (New)"**

NOTE:

These instructions are written for international applications. For domestic application, click on "**Domestic Application**" and use "FY2024 **Domestic** Joint Research Application Form (New)". How to apply is the same for domestic and international applications.



Application Form Page

In the "Application Form" page, you need to fill in the required fields and upload a Form 1.

<Enter Required Fields>

Area:

- Select the research area from the pull-down list.

Type of application:

- Select "New".

Project Title:

- Enter the project title. * Italics and subscript are also available. Click on the sample letters.

Estimated Expenses:

- Enter the amount you request for "Travel Expenses" and " Expendable Supplies, etc." together with the purposes and details for the expenses.
- The total amount will be automatically entered in the above dotted-line box named " Expenses"

- If your project duration extends over multiple fiscal years, estimate and enter the expenses for each of the fiscal years.

Project Member(s):

Enter all project members, including students. If you conduct the project just you and your IMSUT Host Researcher, select "No partner"

- Fill in the required fields for the member.
- Click on "Add" to register the member's profile.

NOTE:

The "Add" button will become active when all the required fields are entered.

To modify the entry,

- Click on "Modify" displayed in the member's box.
- Press "Update" to register the changes.

IMSUT Host Researcher:

- Enter (part of) the name of your IMSUT Host Researcher in the left search box.
- IMSUT Host Researcher(s) matching your entry will appear in the right box.
- Find your Host and click on "Select" to register him/her as your Host.

The screenshot displays a web interface for selecting an IMSUT Host Researcher. On the left is a navigation menu with options like 'Dashboard', 'Domestic Application', 'Application from Overseas', 'Submit a Proposal', 'Temporarily saved drafts', 'List of Submitted Proposals', and 'List of Forms'. The main area features a search bar with the placeholder 'Type in part of his/her name' and a 'Select' button. Below the search bar is a table with the following data:

| IMSUT Host Researcher | Affiliation | Position |
|-----------------------|---|-----------|
| test test test | The Institute OF Medical Science, The University Of Tokyo | Professor |

Below the table, there is a section for 'Form1 FY2024 International Joint Research Application Form (New)' with a 'Delete' button. At the bottom of the interface, there are 'Confirm' and 'Save Draft' buttons.

<Upload Application Form>

- Download "Form 1: FY2024 IMSUT International Joint Research Application Form (New)" from the "List of Forms" on the left menu bar.
- Fill in the form and upload it in PDF format.

<Submit Application>

- Press "Confirm" if you are ready to submit the application.
- Check the entry again and click on "Send as above" to send it to your IMSUT Host.

If the following message has appeared on your screen, you successfully submitted your proposal.

"The application has sent to your Host Researcher for confirmation."

Saving the entry as a draft

- Click on "Save Draft" to save your draft temporarily.
- The draft will be added to "Temporarily saved drafts" (Domestic/From Overseas) on the left menu bar.
- Click on "Resume" to start working on it again.

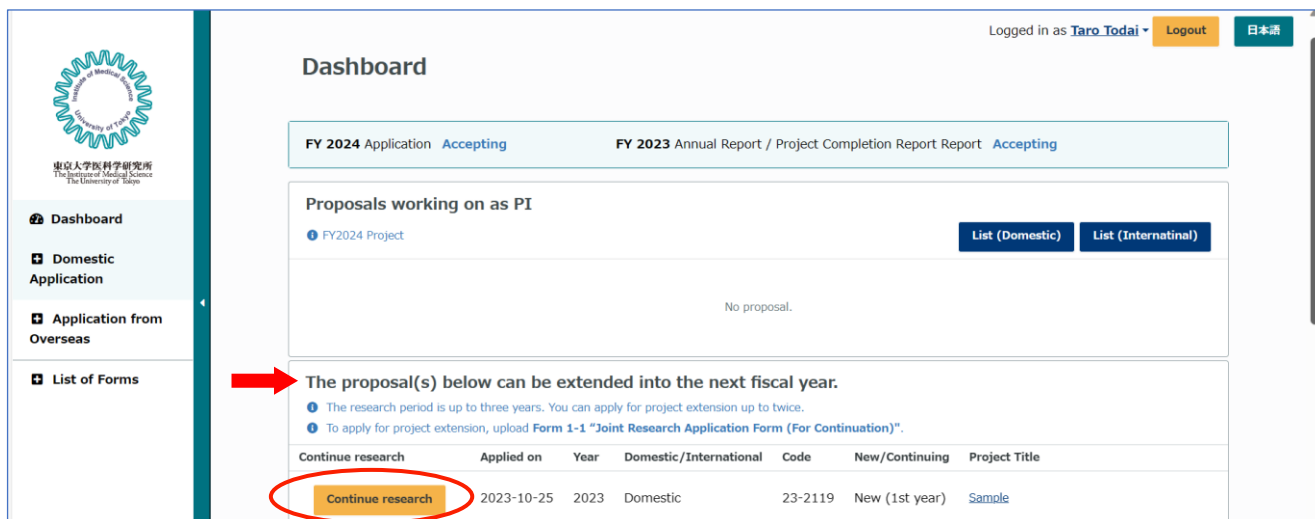
Checking the application status

- Look at the "Dashboard Page".
- While your IMSUT Host Researcher is confirming your proposal, it will be displayed under "Proposals under confirmation by Host".
- When your Host submits the application, it will disappear from the list, meaning the application has been submitted to the IMSUT Office.
- Then, the status of the proposal will be marked as "submitted" and added to the **List of Submitted Proposals** on the left menu bar.

How to apply for a currently running project (Extension)

When you logged in, the "Dashboard" page will appear.

Click on "Continue research" in the box named "The proposal(s) below can be extended into the next fiscal year".



The screenshot shows the IMSUT Dashboard interface. The user is logged in as Taro Todai. The dashboard displays the status of applications for FY 2024 (Accepting) and FY 2023 (Accepting). Under the "Proposals working on as PI" section, there is a box titled "The proposal(s) below can be extended into the next fiscal year." with a red arrow pointing to it. Below this box is a table with one row of data. The "Continue research" button in the first column of the table is circled in red.

| Continue research | Applied on | Year | Domestic/International | Code | New/Continuing | Project Title |
|-----------------------------------|------------|------|------------------------|---------|----------------|------------------------|
| Continue research | 2023-10-25 | 2023 | Domestic | 23-2119 | New (1st year) | Sample |

Check the box on the Pledge page and click on "Submit a proposal". You will be directed to the "Application Form" page.

Application Form Page

In this "Application form" page, currently registered data is shown in the fields other than "Estimated Expenses" and "Project Member(s)". Please fill in the required field, confirm/update the data shown the fields, and upload a Form 1-1 for project extension.

<Enter Estimated Expenses>

- Enter the amount you request for "Travel Expenses" and " Expendable Supplies, etc." together with the purposes and details for the expenses.
- The total amount will be automatically entered in the above dotted-line box named " Expenses"
- If your project duration extends over multiple fiscal years, estimate and enter the expenses for each of the fiscal years.

<Update Project Member(s)>

- Update the member(s) if necessary.
- Update the data if there are any changes in the member's profile, including the age range.

<Upload Form 1-1: "FY2024 International Joint Research Application Form (For Continuation)" >

- The form for extension is available from the List of Forms on the left menu bar.

Other Functions:

Messages from IMSUT Office

The IMSUT Office may contact you regarding your joint research. (Application, reports, member updates, etc.) When you have received a message from the Office, you will receive a notification email from the system, so log in to this system promptly and check the message.

- Look at the "Dashboard Page" and find a box named "Messages from IMSUT Office" on the top.
- Click on "Confirm" on the right to view the message from the Office.
- Read the message and take care of the matter. In this page, you can send/receive messages and PDF files to/from the Office.
- Enter your reply to the office if necessary.

NOTE:

All messages/PDF files exchanged in this page are shared among you, your IMSUT Host, and the Office.

List of Submitted Proposals Page

In this page, you can;

- ✓ View all proposals you submitted
- ✓ Edit your project member(s)
- ✓ Download "Selection Results Notification" in PDF *Available only for accepted projects
- ✓ Create reports Press

NOTE:

"Report" and "Modify Collaborator" buttons become active only for accepted proposals.

Downloading your application in PDF format

You can download proposals you submitted in PDF format.

- Check the box of the proposal you would like to download in the “List of Submitted Proposals”
- Press “Download PDF”

NOTE:

Downloading is not available until the IMSUT office accepts your application.

Check the box of the proposal you wish to download and click on "Download PDF".

Modifying Project Members

When you need to change your project members or their profile after the proposal has been accepted.

- Look at “List of Submitted Proposals” and find the project you would like to modify its member(s).
- Click on "Modify Collaborator". You will be directed to “Request for member updates” page.

*Scroll to the right to find the “Modify Collaborator” button if you do not see it.

“Request for Member Updates” page

In this page, you can;

- ✓ Add a new member
- ✓ Delete the existing member
- ✓ Modify the member’s current profile

To update your project member,

- Find the member you would like to update.
- Press “Modify” displayed in his/her box.
- Modify the profile and press “Update”.
- Then, enter the reason for the change and click on “Send as above”.

NOTE:

Upon your request, the IMSUT Office confirms and update your project member (s).

You cannot send another request before the IMSUT Office approves your previous request.

*When approved, the button changes from “Waiting for approval” to “Modify Collaborator”.

Returned Proposal

If necessary, the IMSUT Office may return your submitted proposal to you for correction.

- Look at the “Dashboard Page”.
- Find the Returned proposal marked as “Returned”.
- Click on the project name of the proposal and edit/correct the proposal.

NOTE:

After editing the proposal, it will go through the confirmation process by your IMSUT Host researcher again.

When the IMSUT Host has submitted the proposal after confirmation, the "Returned" mark will disappear and the proposal will be added to the List of Submitted Proposals.