

User application manual

Sign Up

Register as a user

STEP1～STEP3

P.2-3

Application

How to apply for research subject

(Please make a new application even if you want to continue using it.)

STEP1～STEP6

P.4-9

Confirm and modify

Confirm and modify of user information

STEP1

P.10

Changes in research subject content
and responsible person information

STEP1～STEP2

P.11-12

STEP 1

Register as a user



① Click here to start registration

STEP 2

Enter your registration information

A screenshot of the 'ユーザー登録' (User Registration) form. The form is titled 'ユーザー登録' and includes a security notice 'SECURED by IPMS'. The form fields are as follows:

- ユーザーID (User ID): 3 to 16 single-byte alphanumeric characters
- パスワード (Password): Please enter again for confirmation
- 名前 (Name): Firstname FAMILYNAME
- 名前 (カナ) (Name (Kana)): not required
- 年齢 (Age): 20代以下 (Under 20s), 30代 (20s), 40代 (30s), 50代以上 (Over 40s)
- ユーザー区分 (User Classification): 大企業 (Large enterprise) (従業員300人以上) (Over 300 employees), 中小企業 (Small and medium-sized enterprise), 企業 (その他) (Company (other)), 大学等 (University), 公的機関等 (Public institution), NIMS (NIMS)
- 所属機関 (Affiliation Institution):
- 所属部署 (Affiliated Department):
- 国籍 (Nationality):

② Please fill in the ✖ column. ID will be given automatically.

A screenshot of the registration form showing the 'About the privacy protection agreement' section. The form includes fields for '所属機関番号' (Institution Number), '所属機関住所' (Institution Address), '電話番号' (Telephone Number), 'メールアドレス' (E-mail Address), and '居住国' (Residence Country). The 'About the privacy protection agreement' section has two questions with 'はい (Yes)' and 'いいえ (No)' options.

Answer two questions and point to "yes" or "no."

Please read "About the privacy protection agreement of this system". If you agree, check the box below.

③ Click here

STEP 3

confirmation

A confirmation screen for registration information is displayed.
(Can be changed after registration)

When modifying
the registered contents

Confirm and modify of user information
STEP1

Please contact the secretariat
if you want to change
your institution or
e-mail address.
nmcp@nims.go.jp

④ Click here to submit

Temporary registration completed!



You will receive an email notifying temporary user registration.
The secretariat will confirm the registration details
and **will contact you again for the main registration.**

Main registration completed!

Registration is complete when you receive the email:

“Notification of user registration”

(NIMS微細構造解析プラットフォーム テスト ユーザー本登録のお知らせ)

Please log in using the user ID and password you registered in the email.

You can change the password yourself after logging in.

After logging in, proceed to apply for your research subject.

STEP 1

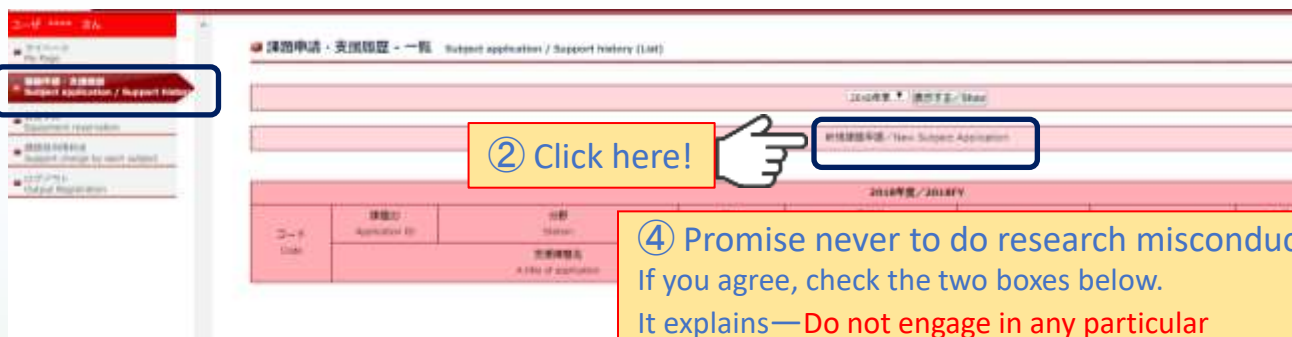
Log in



① Enter your user ID and password to log in

STEP 2

Click "New Subject Application" to start the application!



② Click here!

④ Promise never to do research misconduct If you agree, check the two boxes below. It explains—Do not engage in any particular fraudulent activity (counterfeiting, tampering, theft, improper authors, double postings, etc.)

③ Acceptance of the terms

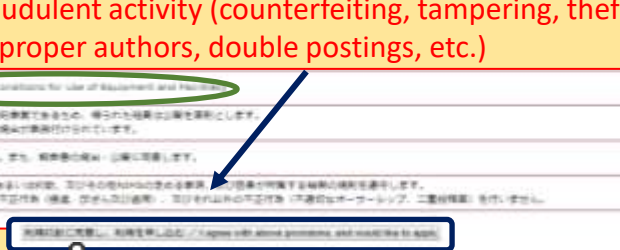
If you agree [General conditions for the use of equipment and facilities], check the box below. It explains—

In principle, the research results of this project are open to the public.

The usage report can be viewed on the website of the representative organization of the Microstructural

Characterization Platform.

At the end of the fiscal year, we will request you to answer the usage report (A4 size, 1 page, Word document) and the Web questionnaire.



⑤ Click here to apply



STEP 3

About charges

⑥ Confirmation of payment method

The invoice will be closed at the end of the month and will be mailed the following month.

Please transfer to the designated account by the payment deadline. Please bear the transfer fee.

課税申請・支理履歴・支払い方法 Subject application / Support history (Payment)

利用実績に基づく月毎（1ヶ月毎）の請求 Deferrend Payment(Pay every month)

※請求書は毎月末日、翌月中旬頃の郵送です。

※お支払い期日までに指定の銀行口座にお振り込みください。振込手数料はご負担いただきますようお願いいたします。

※お支払いをご希望の場合は事務局へご相談ください。

利用申請時に基づいてのご請求（賦課金額）となり、お支払い後、利用申請時と異なる場合でも、返金は致しかねます。また、事務利用請求時限を超過された利用料金に満たない場合でも、返金は致しかねます。また、事務利用請求時限を超過された利用料金については追加請求となりますので事務局よりご連絡させていただきます。

支払い方法に同意する / I agree with above

⑦ Click here to agree with above.

STEP 4

Fill out research subject

📌 課題申請・支援履歴 - 新規登録 Subject application / Support history (New Registration)

研究支援課題申請 Application of Research-Support Subject

申請年度 Application FY	2019年度 ▼
申請者 Applicant	[664.] ▼

は必須項目 (means "required fields")

⑧ Fill in the *required items

研究支援概要 Overview of Research Support	
*分野 Field	3Dイメージング(3D imaging) ▼ <input checked="" type="checkbox"/> 微細組織三次元マルチスケール解析装置(SMF-1000)
*支援課題名 Title of Research-Support Subject	*** 現在の文字数[Current number of characters] 3 ※40字以内で記述してください。 * Please input 40 characters or less.
*研究概要 Overview of Your Research	*** 現在の文字数[Current number of characters] 3 250文字以内をお願いします。 Please input 250 characters or less.
備考 Note	*** For group classes, please enter the participant's name in this Note.
*希望支援形態 Support Style	機器利用(Common use) ▼ 支援依頼内容[Content of support request] : <input type="text"/> ※ 技術代行の方は記入してください * For Technical surrogate users

It is not possible to select multiple measurement fields / usage patterns

caution

For group classes, please enter the participant's name in this Note.

For Technical Surrogate, please fill in the details.

What is the support style?

Common use	User personally operates the equipment
Technical support	User operates the equipment with help of an assistant
Technical surrogate	Assistant operates the equipment on behalf of the user

Technical consultation	*Please contact us at the time of consultation in advance.
Collaborative study	

STEP 5

Fill out research subject-2

Trial Use service is currently **unavailable**.

トライアルユース Trial Use service	<input checked="" type="checkbox"/> トライアルユースを希望する (I request Trial Use service)
若手研究者 Young researcher	<input checked="" type="checkbox"/> 若手研究者(35歳以下、学生を除く) (Young researcher (less than 36 years old, except students))
国の競争的資金関連課題 Government Competitive Funding Project	<input checked="" type="checkbox"/> 国の競争的資金関連課題 (Government Competitive Funding Project) チェックされた方は、競争的資金制度の種別をご記入願います (例：科研費・基盤研究C、CREST、さきがけ 等) 競争的資金名をご記入下さい / Please enter the funding name

*事前打ち合わせ・相談担当者名をご記入ください。相談がまだの方は、事務局【nmcp@nims.go.jp】までご連絡ください。
Please contact 【nmcp@nims.go.jp】, before sending your application form. If you have consulted our staff, enter his/her name.

公開/非公開
Public / Private

公開(Public)
 非公開(Private)

Public only

Write the name of the person in charge who consulted in advance. If you haven't consulted yet, Please contact the secretariat before applying.

nmcp@nims.go.jp

利用責任者情報 Supervisor
定年制の研究者で、この課題について責任の取れる人はご本人でも構いません。

*利用責任者氏名 Supervisor Name	<input type="text"/>
*職名 Occupation / Job title	<input type="text"/>
*所属機関・部署 Affiliation · Department	※所属は正式名でおかつ所属部署まで記入願います。 Please fill in your formal affiliation and department.
*郵便番号 Affiliation zip code	<input type="text"/> ※ハイフン不要 例：3050047
*所属機関住所 Affiliation address	<input type="text"/> ※所属部門の住所を記入願います。また、都道府県から記入願います。 Please fill in your affiliation address from the prefecture name.
*電話番号 Phone	<input type="text"/> ※ハイフン不要 例：0298592000、内線1111
*電子メールアドレス E-mail	<input type="text"/>

Supervisor: If you are a permanent researcher and can take responsibility for the subject, you can be the supervisor.

課金請求書送付先 Delivery information of Bill

*課金請求先情報 Information of Bill	<input type="radio"/> 本人に請求(User) <input type="radio"/> 責任者に請求(Supervisor) <input type="radio"/> その他宛先(Others)
*連絡担当 Telephone Number	<input type="text"/> ※ハイフン不要 例：0298592000、内線1111
*Eメールアドレス E-mail Address	<input type="text"/>

Invoice address:
If you wish to send your invoice elsewhere, please check 'Others' and enter that address in the comments section.

特記事項等、その他コメント欄
Special instruction, Other comments

⑨ Click to Confirm

STEP 6

Check the contents

申請履歴 申請履歴 申請履歴 Subject application / Request history (New Registration)

研究支援申請書 Application of Research Support Subject	
申請内容 Application ID	2024年度
申請者 Applicant	***
研究支援概要 Overview of Research Support	
研究 Title	***
研究種別 Title of Research Support Subject	***
研究概要 Overview of Your Research	***
区分 Category	***
研究支援形態 Support Style	競争採択型(Compete-aid)
研究員氏名 Name of researcher	***
研究員所属 Governmental Competitive Funding Project	国立研究開発法人等(Governmental Competitive Funding Project)
研究員氏名 Governmental Competitive Funding Project	研究員氏名
指導教員情報 Superior information	
指導教員氏名 Superior Name	***
職名 Occupation / Job title	***
所属機関 学部 Affiliation - Department	***
所属科 研究科 Affiliation - Institute	***
所属施設 研究所 Affiliation - Institute	***
電話番号 Phone	***
E-mail E-mail	***@***.ac.jp
申請書情報 Information of application	
申請書タイプ: 競争採択型(Compete-aid) 競争採択型(Compete-aid) 競争採択型(Compete-aid)	
* 申請書種別 Information of application	<input type="radio"/> 競争採択型(Compete-aid) <input type="radio"/> 競争採択型(Compete-aid) <input type="radio"/> 競争採択型(Compete-aid)
* 申請書種別名称 Application Name	***
* 住所 Address	***
* 郵便番号 Zip Code	〒100-0047
* 連絡担当教員 Name (Applicant Person Name)	***
* 連絡担当教員所属部署名 Affiliated Organization	***
* 連絡担当教員氏名 Job Position	***
* 連絡担当教員電話番号 Telephone Number	〒100-0047-2000, 内線1111
* E-mail Address	***
特記事項: その他コメント欄 Special information: Other comment	***

入力内容を確認する(Confirm) 確認する(Check)



⑩ Click to submit

Application completed !



You will receive an email notifying you that your new application has been accepted. (Automatically sent email)

Next steps



When you want to change the registration contents

Confirm and modify
Changes in research subject content
and responsible person information

STEP1～STEP2
P.11-12

Once approved, the content of the research subject cannot be changed.

Please contact the secretariat if you want to change your institution or e-mail address.
nmcp@nims.go.jp

STEP 1

Click [My Page] !

① Click

② Click「変更 (change)」

③ Click「登録 (register)」

現在のパスワード→Current Password
新しいパスワード→New Password
新しいパスワード(確認用)→(For confirmation)

アカウント	
ユーザーID User ID	000004
パスワード Password	[変更]
氏名 Name	[変更]
氏名 (英語) Name (English)	
所属機関 Institution	0001 nm [変更]
ユーザー区分 User Classification	本機関 User Institution
所属機関 Affiliated Institution	111
所属部署 Affiliated Department	222 [変更]
職種 Job Position	111 [変更]
所属機関電話番号 Office No. Code	111 [変更]
所属機関住所 Office Address	111 [変更]
電話番号 Telephone Number	111 [変更]
Eメールアドレス E-mail Address	@nims.go.jp

Other items can be changed in the same way!

STEP 1

Click [Subject application/Support history] !

Caution

Once approved, the content of the research subject cannot be changed!

① Click

② Select the fiscal year → Click [Show]

③ Click [修正(Revised)]

④ Modify related item

⑤ Click to confirm

STEP 2

Confirmation of changes

課題申請・支援履歴 - 修正 Subject application / Support history (Correction)

研究支援課題申請 Application of Research-Support Subject

申請年度 Application FY	2019年度
申請者 Applicant	
課題ID	A-19-001-0034

研究支援対象 Research Support

分野 Field	SPEL, Hie Soc, SPEER 徳島道・高松県立徳島トンネル事務所(IAT-STH) 徳島県立トンネル事務所(IT-STH)
支援課題名 Title of Research Support	
研究概要 Overview of Your Research	
備考 Note	
承認文書形態 Support Form	
トコイアルユニ Title Secured	
若手研究員 Young Researcher	
国七競争的資金申請 Government Competitive Fund	
事業打ち合わせ・相談記 Log	

利用責任者情報 Supervisor information

利用責任者氏名 Supervisor Name	000
職名 Position	000

調査責任者 Information of PI
※調査責任者への調査費の振込先をご希望される場合は担当事務官にご記入ください。

本人に調査費 (Self)
 責任者に調査費 (Responsible)
 その他指定 (Other)

* 調査費支払先情報 Information of PI	
* 調査費支払先名称 Institution	
* 住所 Other address	
* 郵便番号 Zip Code	例: 325-0047
* 連絡担当氏名 Name (Responsible Person Only)	
* 連絡担当氏名フリガナ Alphanumeric	
* 連絡担当氏名略称 Name Abbreviation	
* 連絡担当氏電話番号 Telephone Number	例: 029-859-2001 / 内線1111
* Eメールアドレス E-Mail Address	

特記事項等、その他コメント等 Special instructions, Other comments

記入内容を確認する (Check) 送信する (Submit)



⑥ Click to submit

Change completed !