

Japan Society for the Promotion of Science

Young Researcher Support for Attending Lindau Nobel Laureate Meetings

Guidance on Using the JSPS Electronic Application System [For Recommenders]

Explanatory Notes

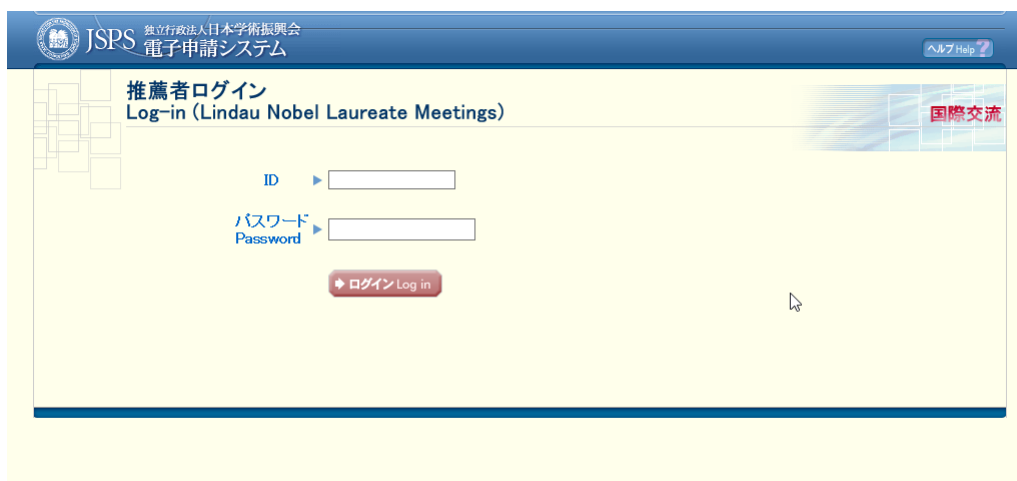
Applicant: The person who asks Recommender to write a Recommendation Letter for him/her.

Recommender: The person who is asked to write applicant's Recommendation Letter.

The System: JSPS Electronic Application System

1. Log in to the System

Upon receiving an email from the System (denshishinsei@jsps.go.jp), please access the website (URL) noted in the email to log in to the System using the ID and password assigned to you in the email.



The screenshot shows the login page for the JSPS Electronic Application System. The header includes the JSPS logo and the text '独立行政法人日本学術振興会 電子申請システム' (Independent Administrative Corporation Japan Society for the Promotion of Science Electronic Application System) and a 'ヘルプ Help' link. The main heading is '推薦者ログイン Log-in (Lindau Nobel Laureate Meetings)'. Below this, there are two input fields: 'ID' and 'パスワード Password'. A red button labeled 'ログイン Log in' is positioned below the password field. On the right side of the page, there is a blue banner with the text '国際交流' (International Exchange).

If you should lose your ID or password, please ask the applicant to issue you a new ID and Password. Once the new ID and password are issued, your prior ID and password will be invalidated.

2. Download the Recommendation Letter Form

In the [Menu for Recommender] page, please click [here] to download a Recommendation Letter form and fill out it.

The screenshot shows the 'Menu for Recommender' page. At the top, there is a header with the JSPS logo and '電子申請システム' (Electronic Application System). Below the header, there are navigation links for 'ヘルプ Help' and 'ログアウト Log out'. The main content area is titled '推薦書作成者向けメニュー (Menu for Recommender)'. It includes a warning: '重要 ※推薦書を作成する前にお読みください。' (Important: Please read this before writing a Recommendation Letter). Below this, there are instructions in Japanese and English. A table lists application details for '20XX年度 リンダウ・ノーベル賞受賞者会議 講演者支援' (FY20XX Young Researcher Support for Attending Lindau Nobel Laureate Meetings). The table has columns for '事業名 Program type', '申請機関又は所属機関 Applying/affiliated institution', '申請者 Applicant's name', '提出期限 (申請者希望) Recommendation deadline', '推薦書提出完了日 Date that recommendation must be submitted by', '推薦書確認 Uploaded Recommendation Letter', and '処理状況 Processing status'. Below the table, there are two main sections: '「推薦書」ファイル選択 Select Recommendation Letter' and 'パスワード変更 Change password'. The 'Select Recommendation Letter' section includes instructions and a button labeled '次へ進む NEXT'. The 'Change password' section includes a link to 'パスワード変更 (Change password)'. At the bottom right, there is a 'ログアウト Log out' button.

事業名 Program type	申請機関又は所属機関 Applying/affiliated institution	申請者 Applicant's name	提出期限 (申請者希望) Recommendation deadline	推薦書提出完了日 Date that recommendation must be submitted by	推薦書確認 Uploaded Recommendation Letter	処理状況 Processing status
20XX年度 リンダウ・ノーベル賞受賞者会議 講演者支援 FY20XX Young Researcher Support for Attending Lindau Nobel Laureate Meetings	XXXX大学 XXX University	申請 太郎 Shinsei, Taro	20XX年X月X日 X/XXX/20XX			

3. Submit the Recommendation Letter

In the [Menu for Recommender] page, please click “HERE” in the screen below to upload the Recommendation Letter you prepared.

- For the Recommendation Letter, please upload a PDF file with embedded.

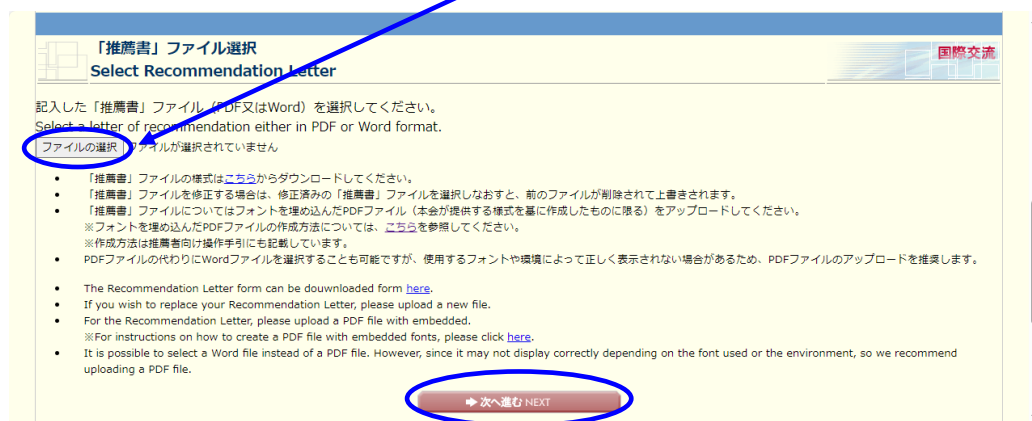
* For instructions on how to create a PDF file with embedded fonts, please refer to

[Instructions for PDF Conversion and Font Embedding.](#)

- It is possible to select a Word file instead of a PDF file. However, since it may not display correctly depending on the font used or the environment, so we recommend uploading a PDF file.
- The file size must be smaller than 1 MB.

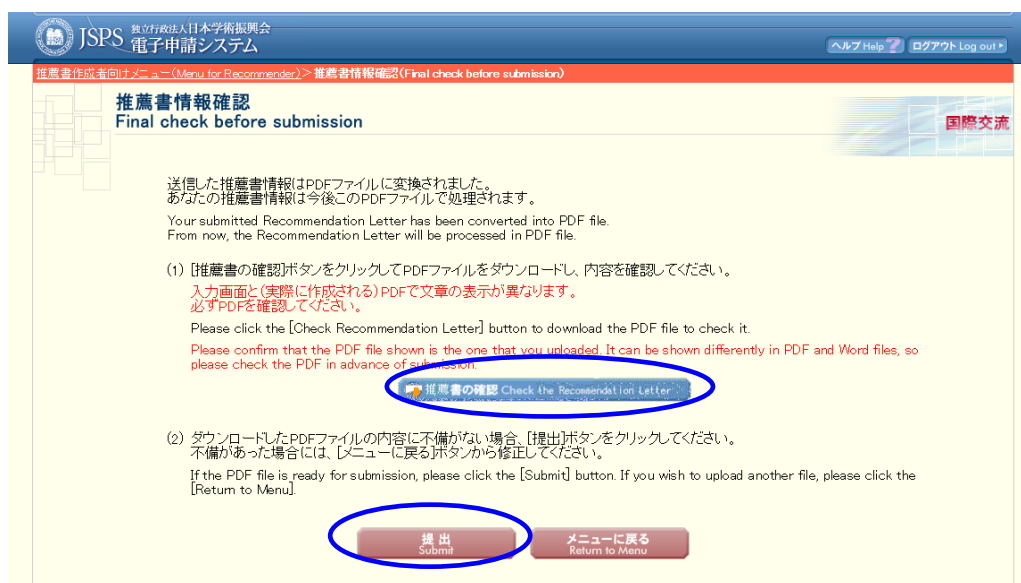
Please click the [NEXT] button.

HERE



In the [Final check before submission] page, please click the [Check the Recommendation Letter] button to make a final check of your uploaded Recommendation Letter (PDF file), such as whether your signature is shown clearly and correctly.

If there is no need for correction, please click the [Submit] button. If you wish to upload a revised file, please click the [Return to Menu] button.



Submission of your Recommendation Letter is completed when [Recommendation Letter submitted] is shown in the [Processing Status] section.

If a Recommendation Letter is not submitted, the applicant will not be able to complete the application procedure for attending the Lindau Nobel Laureate Meeting.

推薦書作成者向けメニュー (Menu for Recommender)

推薦書作成者向けメニュー
Menu for Recommender

<重要> ※推薦書を作成する前に必ずお読みください。
ATTENTION: Please be sure to read the followings before writing a Recommendation Letter.

- 推薦書作成者が推薦書を提出しないと申請者が申請書を提出することができません。
- 処理状況の意味は「ダウンロード」をクリックしてください。
- 推薦書を提出した後で、提出した内容を確認したい場合は「ダウンロード」ボタンを押して記載した内容を確認ください。
- PDFファイルの内容を確認するには、Adobe Acrobat Readerが必要です。またインストールしていない方は下のボタンをクリックしてインストールしてください。

- If you don't submit a Recommendation Letter, the applicant will not be able to complete the application procedure for the Lindau Nobel Laureate Meeting.
- For the description of "processing status," click [here](#).
- If you wish to review your Recommendation Letter after submitting it, please press the "DOWNLOAD" button on the Menu for Recommender page.
- Adobe Acrobat Reader is needed to review the Recommendation Letter in PDF file. To install the reader, click the button below.

事業名 Program type	申請機関又は所属機関 Applicant's affiliated institution	申請者 Applicant's name	提出期限(申請者希望) Recommendation deadline	推薦書提出完了日 Date that recommendation must be submitted by	推薦書確認 Evaluation form check	処理状況 Processing status
20XX年度リンダウ・ノーベル賞受賞者会 議派遣事業 FY20XX Young Researcher Support for Attending Lindau Nobel Laureate Meetings	XXXX大学 XXX University	申請 太郎 Shinsei,Taro	20XX年X月X日 X/XXX/20XX	20XX年X月X日 X/XXX/20XX	DOWNLOAD	推薦書提出済み Recommendation Letter submitted

「推薦書」ファイル選択
Select Recommendation Letter

4. Replace a Recommendation Letter

If you wish to upload another Recommendation Letter to replace one you have already submitted, you can do so while the [Processing Status] section is showing [Recommendation Letter Submitted]. However, you cannot upload another file if the [Processing Status] section shows any of the following:

- Application being processed by applicant's affiliated institution
- Received by JSPS
- Accepted by JSPS
- Not accepted by JSPS

If an applicant changes the Recommender's information on the System, such as your name, email address or institution, after you have submitted his/her Recommendation Letter, [Recommendation Letter being prepared] will be shown in the [Processing Status] section. Also, the uploaded PDF file of the Recommendation Letter will be deleted from the [Uploaded Recommendation Letter] section.

The applicant will ask you to upload the Recommendation Letter again on the System when he/she changes your information on the System. Please upload the Recommendation Letter again on the System if you receive such request from the applicant.