JoRAS
Instruction for application procedures of JoRAS

CENTER FOR SPATIAL INFORMATION SCIENCE
THE UNIVERSITY OF TOKYO
AUGUST, 2013
JoRAS top page
http://joras.csis.u-tokyo.ac.jp

List of joint researches previously accepted.

List of available dataset.
List of projects previously accepted.

<table>
<thead>
<tr>
<th>Number</th>
<th>Research Title</th>
<th>Research Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>480</td>
<td>Clustering analysis of individual human motions and statistical association of the identified clusters with demographic information</td>
<td>2013-05-26 - 2014-03-31</td>
</tr>
<tr>
<td>478</td>
<td>The network of residential areas on slopes in Nagasaki</td>
<td>2013-05-09 - 2014-03-31</td>
</tr>
<tr>
<td>477</td>
<td>Spatial economics on knowledge network</td>
<td>2013-05-01 - 2014-03-31</td>
</tr>
<tr>
<td>476</td>
<td>Analysis for the setting of Large-scale retail store</td>
<td>2013-04-27 - 2014-03-31</td>
</tr>
</tbody>
</table>
List of available datasets for joint researches.

List of datasets for each data series will be displayed when clicking the name of data series.

<table>
<thead>
<tr>
<th>Dataset ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8001199500</td>
<td>National Sensus map data statistical map database 2000</td>
</tr>
<tr>
<td>8001200000</td>
<td>National Sensus map data statistical map database 1995</td>
</tr>
<tr>
<td>8002200400</td>
<td>National Sensus map data background map database (shapefile)</td>
</tr>
<tr>
<td></td>
<td>National Sensus map data background map database (shapefile)</td>
</tr>
</tbody>
</table>
Index of procedures for joint research.

1. Create a new account
   1. Enter your email address (provisional registration) → Access to registration page from the URL on the confirmation email (within 3 days)
   2. Complete registration by editing your account information

2. Application for registration
   1. New application: for a new joint research project
      1. In case you have contacted a CSIS staff to join your joint research project prior to the application
      2. In case you do not have contacted a CSIS staff to join your joint research project
   2. Request for project modification
      1. Application for addition: In case you want to add joint researchers and/or datasets to an ongoing project
      2. Application for period extension: In case you want to continue the ongoing joint research project over the end of fiscal year.
1. Create a new account

FIRST, ALL THE MEMBERS OF A JOINT RESEARCH PROJECT MUST BE REGISTERED TO JORAS.
1.1. Create a new account

After the request, a massage will be sent to the email address entered. Please complete the registration by accessing the URL in the email within 3 days.

Please enter a valid email address of your affiliation (university, research institution etc.).
1.2. Edit your account information

Please fill all the requirements to complete registration.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>English letters and numbers are usable. Example: kukan_taro</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:your_address@csis.u-tokyo.ac.jp">your_address@csis.u-tokyo.ac.jp</a></td>
</tr>
<tr>
<td>Password</td>
<td>Alphanumeric characters are usable.</td>
</tr>
<tr>
<td>Last name (Japanese)</td>
<td>Katakana is available. Enter a space between the first and last name. (e.g., 岸部)</td>
</tr>
<tr>
<td>First name (English)</td>
<td>Insert a space between first and last name. (e.g., Taylor L. Kawakami)</td>
</tr>
<tr>
<td>Last name (Katakana)</td>
<td>Use full-size Katakana. Insert a space between first and last name. (e.g., クワカン タロウ)</td>
</tr>
<tr>
<td>Affiliation</td>
<td>Please include the department. (e.g., Center for Spatial Information Science, The University of Tokyo)</td>
</tr>
<tr>
<td>Position (Japanese)</td>
<td>Enter the position. (Example: 東京大学 空間情報科学研究センター)</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>
2. Request the registration

NEW REQUEST AND CHANGE REQUEST
(ADD/EXCLUDE DATA, ADD/EXCLUDE RESEARCHER, CONTINUATION)
2.1. New request

2.1.1. CSIS HOSTING CSIS FACULTY DECIDED
※ MUST HAVE THE APPROVAL BY CSIS FACULTY IN ADVANCE

2.2.2. CSIS HOSTING CSIS FACULTY UNDECIDED
2.1. New request

You can apply for new project of joint research after account registration
2.1.1. New request
(CSIS faculty decided)
screen of application form

If applicant ≠ representative, please choose the representative after registration of joint researcher as below.

⚠️ Student can not be the representative. It must have representative like supervisor etc.

Please describe in 300 – 600 words(Japanese) or 120 – 250 words(English).

It must have three keywords at least.

Please enter the full email address and identify the joint researchers by clicking the button “Add”.

⚠️ Select joint researchers to participate (including the representative) through the right side of window and add to the left side by clicking the button of arrow. ※Make sure that the representative is also included in the left side.

※It is necessary that all joint researchers have done the registration. You can send the invitation mail from the link below if not registered.
2.1.1. New request (CSIS faculty decided) screen of application form

For applying data, it must first select it from data set list and add it into request list.

⚠️ Before moving to data set selection screen, please check on the check box of use condition and save it. (Moving to another screen without this, the item that you entered above will be discarded)

※ Alternatively, it is also possible to select the data set first, then start to make the application form.
**Move from data set list to target data page and then click on the check box of file which would like to use.**

(In this case, many data sets will be applied at one as a data file, but some data sets will be applied with whole of data file, please confirm and perform on/off on the file which would like to use.)

The data file which the check box is on in the list of data for request will be added by clicking "request for use" button.)
If the created application form (saved) is present, you can return to the screen of application form from the link that appears in “add to created application sheet”.

List of data sets for request will be displayed.
2.1.1. New request

(CSIS faculty decided) screen of application form

Please save the application form while the check box of use condition is on.

※At this moment, application form is only saved, the applicant is not complete.
2.1.1. New request (CSIS faculty decided) screen of application form

Please make sure that no excess and deficiency of cooperative researchers and dataset which would like to use, and has been selected correctly.

⚠️ Representative will be displayed here. If it is not displayed, then return to the previous screen from “Edit” and add to “cooperative researchers”.

⚠️ Click submit button in final, then the application will be competed.
2.1.1. New request (CSIS faculty decided)

After approval

Deliberation period: 1 – 2 weeks

Application approved

It will be displayed as “Active projects” in account page.

After approval, you can download the available data set from “Available data set list” in menu bar.

Before downloading the data, please submit the agreement with the terms of use every year. Create and send from this link.
2.1.1. New request (CSIS faculty undecided)

Screen of application form

In case of CSIS faculty undecided, resume of the representative is required. Download the template, fill out and upload in Word or PDF format.

Other procedures are the same as the new request (CSIS faculty decided).
2.2. Request for project modification

ADD/REMOVE DATASETS
ADD/REMOVE JOINT RESEARCHERS
2.2. Request for project modification (add/remove)

You can add joint researchers and/or datasets to your active project.
2.2. Request for project modification

You can enter the form for requesting project modification from ‘Modification request’ link under the project information.

# If you want to add datasets, you should include those datasets into the list of request from the dataset pages.
2.2. Request for project modification: application sheet

Enter the email address of the joint researcher who you wish to add.

# All of the members must have a valid JoRAS account. Please send an invitation from here in case a member has not been registered.

Add/remove joint researchers

Add/remove datasets

# Select datasets to add into the list for request. If you want to remove existing datasets, please uncheck their checkbox here.

# Describe the reason for this request.
2.2. Request for project modification: confirmation

After saving the application sheet, check the list of joint researchers and/or datasets to add or remove.

⚠️ The application sheet is not sent to the office until you click the 'Submit' button.

You will be able to access the datasets upon acceptance, after the deliberation for about 1–2 weeks.
2.3. Request for project modification (continuance)
2.3. Request for project modification (continuance)

The joint research project will expire at the end of fiscal year. But you can request for continuance of the project.

⚠️ You can request for continuance from March to June. Please contact the joint research office if you want to send a request for continuance after July 1st.
2.3. Request for project modification: continuance

Access the request form for project modification from the ‘Modification request’ link under the project information.
2.3. Request for project modification (continuance): application sheet

Check the ‘Continuation of research’

#You can add/remove the joint researchers and/or data at the same time.
2.3. Request for project modification (continuance): application sheet

The application sheet is not sent to the office until you click the 'Submit' button.

The deliberation usually takes 1–2 weeks. Upon approval, please confirm the term of use (once a fiscal year).