

# **How to withdraw an application**

# BEFORE YOU READ THIS GUIDELINE...

## NOTE:

**You can only withdraw your application during the application period.** If you would like to withdraw your proposal after the application period, please contact UVSOR office (uvsor@ims.ac.jp).

The screenshot shows a user interface for managing applications. At the top, there are navigation links: Change Password, My Profile, Contact Us, and Single Sign-on Setting. A timeout count of 03:56 and a login user indicator are also visible. The main section is titled "My Page" and contains three tables:

- 新規申請 / New applications:** A table with columns: 年度 (Year), 分類 (Classification), 代表者 (Leader), タイトル (Title), 役割 (Role), 状態 (Status), and 最終更新日 (Update). It lists three applications for 2021. The first application has buttons for "edit", "submitted", and "withdraw". The second and third applications have buttons for "edit", "submitted", and "withdraw".
- 採択済課題 / Approved applications:** A table with columns: 年度 (Year), 分類 (Classification), 代表者 (Leader), タイトル (Title), 役割 (Role), 追加 / 出張申請 (Additional / Travel), 報告書 (Report), and 継続申請 (Continue). It is currently empty.
- 昨年度採択済課題 / Completed applications last year:** A table with columns: 年度 (Year), 分類 (Classification), 代表者 (Leader), タイトル (Title), 役割 (Role), 報告書 (Report), and 継続申請 (Continue). It shows one application for 2020 with buttons for "upload" and "continue".

Below the "New applications" table, there is a "Start:" section with a "new application" button.

Once the application period is over, **edit** / **submit** / **withdraw** buttons will not be clickable, and you will not be able to edit, submit, or withdraw your application.

# Withdrawing an application form

The screenshot shows the 'My Page' interface with three main sections: '新規申請/New applications', '採択済課題/Approved applications', and '昨年度採択済課題/Completed applications last year'. The '新規申請' section contains a table with columns for Year, Classification, Leader, Title, Role, Status, and Last Update. The 'withdrow' button in the second row is highlighted with a red box. Below the table is a 'Start:' section with a 'new application' button. The '採択済課題' section has columns for Year, Classification, Leader, Title, Role, Additional/Travel, Report, and Continue. The '昨年度採択済課題' section has columns for Year, Classification, Leader, Title, Role, Report, and Continue.

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	状況 Status	最終更新日 Update
2021	採択済	代表者	代表者	代表者	edit submitted withdrow	申請書 : 2021-05-20 09:00
2021	採択済	代表者	代表者	代表者	edit submitted withdrow	
2021	採択済	代表者	代表者	代表者	edit submit <b>withdrow</b>	申請書 : 2021-04-08 13:45

Start : [new application](#)

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	追加/出張申請 Additional/Travel	報告書 Report	継続申請 Continue
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昨年度採択済課題/Completed applications last year:

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	報告書 Report	継続申請 Continue
2020	採択済	代表者	代表者	代表者	upload	continue

After logging in to NOUS, go to My Page, select the proposal from "新規申請/New applications", and click **withdrow** to withdraw on the right.



If you are unable to click the button, please contact the UVSOR office ([uvsor@ims.ac.jp](mailto:uvsor@ims.ac.jp)), as you are unable to withdraw your application by yourself.

Change Password My Profile Contact Us Single Sign-on Setting Timeout Count: 03:56 Login User: [User Icon]

### My Page

新規申請/New applications:

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	状態 Status	最終更新日 Update
2021	11:11:11	[Avatar]	[Title]	代表者	edit submitted withdraw	申請書: 2021-05-20 09:26
2021	11:11:11	[Avatar]	[Title]	代表者	edit submitted withdraw	申請書: 2021-05-20 10:10

Start: [new application](#)

採択済課題/Approved applications:

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	追加/出張申請 Additional/Travel	報告書 Report	継続申請 Continue

昨年度採択済課題/Completed applications last year:

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	報告書 Report	継続申請 Continue
2020	[Classification]	[Avatar]	[Title]	代表者	upload	continue

The withdrawn application form will be removed from the from "新規申請 /New applications".

The process of withdrawing an application form is completed.