

**For UVSOR Users**

**How to upload your  
manuscripts of the UVSOR  
Activity Report**

# Preparing manuscripts of “UVSOR Activity Report”

① First prepare the following files according to the instructions on the web page (<https://www.uvsor.ims.ac.jp/eng/about/eactivity.html>).

- (1) MS-WORD file (The name of the file should be the first author’s name, “author.doc”)
- (2) PDF file of the above MS-WORD (author.doc) file (to confirm the appearance of the page)
- (3) Original figure(s): All figures used in the manuscript (example: “fig1.jpg”).

② Please refer to the past Activity Reports (<https://www.uvsor.ims.ac.jp/eng/activity/index.html>) to determine the field of your research from the list below.

- 1: Accelerators and Instruments (accelerators, radiation, beamlines, equipment development, etc.)
- 2: Material Sciences (solid state physics, materials development, etc.)
- 3: Chemistry (research on gas or liquid phase molecules and clusters, operando measurements)
- 4: Surface, Interface and Thin Films (Surface, Interface, Thin Films, etc.)
- 5: Life, Earth and Planetary Sciences (Biology, medicine, earth sciences, etc.)

③ Combine all prepared files in a folder named “ApplicationNumber\_BLNumber\_FirstauthorName\_ResearchfieldNumber” and compress them into a zip file. You are now ready to upload.

Ex.: 22IMS○○○○\_BL○○\_Author\_Field○.zip

# How to submit your manuscripts of "UVSOR Activity Report"

The screenshot shows the 'My Page' interface of the NOUS system. At the top, there is a navigation bar with links for 'Single Password', 'My Profile', 'Contact Us', and 'Single Sign-on Setting', along with a 'Timeout Count: 03:53'. Below the navigation bar, there is a 'My Page' header and a password field with a 'reviewer >>' button. The main content area is divided into three 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:'. Each section contains a table with columns for '年度/Year', '分類/Classification', '代表者/Leader', and 'タイトル/Title'. The 'Approved applications' table also includes columns for '役割/Role', '通知書/Notification', '追加/出願申請/Additional/Travel', '報告書/Report', and '継続申請/Continue'. The 'Completed applications last year' table includes columns for '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'. A red line points from the 'reviewer >>' button to the text in the adjacent box.

Please log into NOUS and go to your My Page.  
( <https://nous.nins.jp/user/signin> )



The guideline in English to log into NOUS is given below.  
( [https://www.ims.ac.jp/guide/docs/2\\_en\\_newuser\\_2022.pdf](https://www.ims.ac.jp/guide/docs/2_en_newuser_2022.pdf) )

My Page

Change Password My Profile Contact Us Single Sign-on Setting Timeout Count: 03:53

Password:  [reviewer >>](#)

**“New Applications”:** list of the applications not being reviewed

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 Update
Start : <a href="#">new application</a>						

**“Approved applications”:**  
list of the approved Collaborative Research Projects for the present Fiscal Year

年度 Year	分類 Classification	代表者 Leader	タイトル Title	役割 Role	通知書 Notification	追加/出張申請 Additional/Travel	報告書 Report	継続申請 Continue	
2020				代表者	notification	-	apply	upload	continue
2021				代表者	notification	-	apply	upload	continue
2021				協力者	notification	-	apply	upload	continue

**“Completed applications last year”:**  
list of the completed Collaborative Research Projects for the last Fiscal 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				代表者	upload	continue

**“Expired applications”:**  
list of the past projects and all of the rejected applications

過去の申請 / Expired applications:  
2021: [\(クリック/Click to expand\)](#)

- There are four contents in My Page:
- New applications
  - Approved applications
  - Completed applications last year
  - Expired applications

Please carefully review the information on your application and select the correct year to submit your manuscripts.

Select the application you plan to submit manuscripts for from the list of "Approved applications", and click the "report" button on the right side.

The screenshot displays a user interface for managing applications. It includes a navigation bar at the top with links for 'Change Password', 'My Profile', 'Contact Us', and 'Single Sign-on Setting', along with a 'Timeout Count: 03:53'. The main content area is divided into three sections:

- 新規申請 / New applications:** A table with columns for Year, Classification, Leader, Title, Role, Status, and Update. A 'new application' button is present.
- 採択済課題 / Approved applications:** A table with columns for Year, Classification, Leader, Title, Role, Notification, Additional/Travel, Report, and Continue. The 'Report' column contains 'upload' buttons, and the 'Continue' column contains 'continue' buttons. A blue box highlights the 'Report' column.
- 昨年度採択済課題 / Completed applications last year:** A table with columns for Year, Classification, Leader, Title, Role, Report, and Continue. It shows a single entry for the year 2020.

At the bottom, there is a section for '過去の申請 / Expired applications' with a link to expand the 2021 data.

[Change Password](#)
[My Profile](#)
[Contact Us](#)
[Single Sign-on Setting](#)
Timeout Count: 03:53

nous.nins.jp の内容  
Do you really upload an report? (16582)

My Page

Password:

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
Start : <input type="button" value="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	通知音 Notification	追加/出張申請 Additional/Travel	報告書 Report	継続申請 Continue
2022				代表者	<input type="button" value="notification"/>	<input type="button" value="apply"/>	<input type="button" value="upload"/>	<input type="button" value="continue"/>
2022				代表者	<input type="button" value="notification"/>	<input type="button" value="apply"/>	<input type="button" value="upload"/>	<input type="button" value="continue"/>
2022				協力者	<input type="button" value="notification"/>	<input type="button" value="apply"/>	<input type="button" value="upload"/>	<input type="button" value="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
2021				代表者	<input type="button" value="upload"/>	<input type="button" value="continue"/>

過去の申請/Expired applications:

2021: [\(クリック/Click to expand\)](#)

Click "OK" for confirmation.

# Template files and links to the web page for manuscripts of "UVSOR Activity Report"

My Page Download PDF Save App. Submit App. Timeout Count: 03:59 Login User: [User Name]

## 共同利用研究の報告について / About Activity Report submission

Activity Report案内/学生数の登録 File Upload

Activity Report案内/Submission Instruction for manuscripts of UVSOR Activity Report

Activity Reportの提出案内は、次のURLからご覧ください。作成後は「File Upload」タブからアップロードしてください。  
同一課題に対してActivity Reportを1件までアップロードできます。それ以上アップロードする場合はUVSOR事務局 (uvSOR@ims.ac.jp) までご連絡ください。  
<https://www.uvsor.ims.ac.jp/about/activityreport-uvSOR.html>

For information on submitting manuscripts of the UVSOR Activity Report, please visit the following URL. After completion of your manuscript, please upload it from the "File Upload" tab.  
You can upload up to 2 manuscripts of the UVSOR Activity Report for the same research project.  
<https://www.uvsor.ims.ac.jp/about/activityreport-uvSOR.html>

### 学位取得・学生数の登録 / Registration of the contribution of degrees and the number of participating students

今後の活動の参考とするため、学位取得への番号及び参加学生数を可能な範囲でご登録ください。

博士学位取得への番号 / Contribution to doctoral (PhD) degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (博士過程) / Number of students who received a doctoral (PhD) degree.	0
修士学位取得への番号 / Contribution to master's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (修士過程) / Number of students who received a master's degree.	0 人 / Person(s)
学士学位取得への番号 / Contribution to bachelor's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (学部学生) / Number of students who received a bachelor's degree.	0 人 / Person(s)
参加学生数 / Total number of participating students	上記の学生を含めて、継続実施に参加したすべての学生数をご記入ください。 Number of all students who participated in this research project, including those listed above.		0 人 / Person(s)

### ■ 問い合わせ / Inquiry

報告書についてご不明な点等ありましたら以下の担当係までご連絡ください。  
If you have any questions, please contact the following section.

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大学共同利用機関法人 自然科学研究機構  
分子科学研究所 UVSOR事務局 施設利用担当  
National Institutes of Natural Sciences(NINS)  
Institute for Molecular Science  
UVSOR Synchrotron Facility  
email:uvSOR@ims.ac.jp

You will be redirected to the "About Activity Report submission" screen.

You can download the template file for the manuscript and check the web page for detail.

# How to register the contribution to degrees and the number of participating students

Please respond to the question regarding the contribution of degrees and the number of participating students in this research project

My Page Download PDF Save App. Submit App. Timeout Count: 03:58 Login User: [User Name]

## 共同利用研究の報告について / About Activity Report submission

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<https://www.uvsor.ims.ac.jp/about/activityreport-uvSOR.html>

For information on submitting manuscripts of the UVSOR Activity Report, please visit the following URL. After completion of your manuscript, please upload it from the "File Upload" tab.  
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### 学位取得・学生数の登録 / Registration of the contribution of degrees and the number of participating students

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博士学位取得への寄与 / Contribution to doctoral (PhD) degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (博士過程) / Number of students who received a doctoral (PhD) degree.	<input type="text" value="0"/> 人 / Person(s)
修士学位取得への寄与 / Contribution to master's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (修士過程) / Number of students who received a master's degree.	<input type="text" value="0"/> 人 / Person(s)
学士学位取得への寄与 / Contribution to bachelor's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (学部学生) / Number of students who received a bachelor's degree.	<input type="text" value="0"/> 人 / Person(s)
参加学生数 / Total number of participating students	上記の学生を含めて、継続実施に参加したすべての学生数をご記入ください。 Number of all students who participated in this research project, including those listed above.		

■ 問い合わせ/ Inquiry

報告書についてご不明な点がありましたら以下の担当係までご連絡ください。  
If you have any questions, please contact the following section.

-----  
共同利用研究推進課 分子科学研究所 UVSOR事務局 施設利用担当  
National Institutes of National Sciences (NINS)  
Institute for Molecular Science  
UVSOR Synchrotron Facility  
email: uvSOR@ims.ac.jp



# How to register the contribution to degrees and the number of participating students

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修士学位取得への番号 / Contribution to master's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (修士課程) / Number of students who received a master's degree.	0 人 / Person(s)
学士学位取得への番号 / Contribution to bachelor's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (学部学生) / Number of students who received a bachelor's degree.	0 人 / Person(s)
参加学生数 / Total number of participating students	上記の学生を含めて、登録事項に追加し、全ての学生数を登録してください。 Including those listed above.		0 人 / Person(s)

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National Institutes of Natural Sciences (NINS)  
Institute for Molecular Science  
UVSOR Synchrotron Facility  
email: uvSOR@ims.ac.jp

Click on "Submit App." in the upper left corner of the screen to submit your input results.

Unless you submit your entry by pressing "Submit App." or temporarily save it by pressing "Save App.", your entry will not be saved and will disappear when you refresh your browser.

When you click "submit" or "save", the "Required field" will disappear.

# How to submit your manuscripts of "UVSOR Activity Report"

My Page Download PDF Save App. Submit App. Timeout Count: 03:58 Login User: [User Name]

## 共同利用研究の報告について / About Activity Report submission

Activity Report案件の学生数の登録 File Upload

Activity Report案内 / Activity Report submission instructions

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修士学位取得への番号 / Contribution to master's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (修士過程) / Number of students who received a master's degree.	<input type="text" value="0"/> 人 / Person(s)
学士学位取得への番号 / Contribution to bachelor's degree	<input checked="" type="radio"/> なし / No <input type="radio"/> あり / Yes	学生数 (学部学生) / Number of students who received a bachelor's degree.	<input type="text" value="0"/> 人 / Person(s)
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### ■ 問い合わせ / Inquiry

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If you have any questions, please contact the following section.

-----  
共同利用研究推進課 分子科学研究部 施設利用担当  
National Institutes of National Sciences (NINS)  
Institute for Molecular Science  
UVSOR Synchrotron Facility  
email: uvSOR@ims.ac.jp

Click "File Upload"

Please confirm that you have switched to the report upload screen.

共同利用研究の報告について / About Activity Report submission

Activity Report案内/学生数の登録 File Upload

年度 /FY	分類 /Application category	代表者 /Research Representative	申請書タイトル /Research Project Title
2023	IMS-jp		

報告書種別 /Type of report	ファイル名 /File name	提出日	STATUS
Activity Report (1件目) / Activity report (1st manuscript)			
ファイルを選択	選択されていません	Send	
Activity Report (2件目) / Activity report (2nd manuscript)			
ファイルを選択	選択されていません	Send	

Click a button and select the manuscript zip file.

You may upload up to two manuscripts for the same application. If you wish to upload more than two, please contact the UVSOR Activity Report Editor at [uvsor-report@ims.ac.jp](mailto:uvsor-report@ims.ac.jp).

共同利用研究の報告について / About Activity Report submission

Activity Report案内/学生数の登録 File Upload

年度 /FY	分類 /Application	代表者 /Research	申請書タイトル /Research Project Title
2023	IMS-601505010101-jp category	Representative	

報告書種別 /Type of report	ファイル名 /File name	提出日	STATUS
Activity Report (1件目) / Activity			
Activity Report (2件目) / Activity report (2nd manuscript)			

ファイルを選択 選択されていません Send

ファイルを選択 選択されていません

[NOUS] - Activity Report (1件目) Submitted/R2021-9247 外部



no-reply@nous.nins.jp

To mayu, ims-submit-a

〇〇様

共同研究に報告書をご提出いただきありがとうございます。

オンラインWeb提出を受け付けました。受付番号は R2021-9247 です。

報告書を受けつけた課題は、以下のとおりです。

- 年 度 : 2021
- 分 類 : IMS-6-UVSOR-z-zenki
- 課題名 :
- 報告書種別 : Activity Report (1件目)

なお、報告締切日までは何度でも自由に差し替え可能ですが、締切期限を過ぎますと差し替え、取り下げができなくなります。

NOUS : <https://nous.nins.jp/>

A confirmation email will be sent to you once the submission has been completed.

You may upload as many times as you like until the submission deadline.

共同利用研究の報告について / About Activity Report submission

Activity Report案内/学生数の登録 File Upload

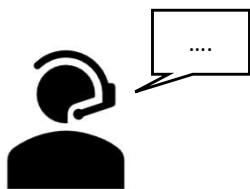
年度 /FY	分類 /Application category	代表者 /Research Representative	申請書タイトル /Research Project Title
2023	IMS- category-jp		

報告書種別 /Type of report	ファイル名 /File name	提出日	STATUS
Activity Report (1件目) / Activity report (1st manuscript)	<input type="button" value="ファイルを選択"/> 選択されていません	<input type="button" value="Send"/>	<input type="button" value="Uploading"/>
Activity Report (2件目) / Activity report (2nd manuscript)	<input type="button" value="ファイルを選択"/> 選択されていません	<input type="button" value="Send"/>	<input type="button" value="Uploaded"/>

Click "Uploaded" under "STATUS" to download the report.

That's all for "How to upload your manuscripts of UVSOR Activity Report from NOUS".

# Inquiry



If you have any questions, please refer to the contact information below.

● **Institute for Molecular Science Website – NOUS Manual (English follows Japanese)**

<https://www.ims.ac.jp/guide/webnous.html>

● **UVSOR Website – Call for UVSOR Activity Report 2023 manuscripts**

<https://www.uvsor.ims.ac.jp/eng/about/eactivity2022.html>

● **About Using UVSOR**

[uvsor@ims.ac.jp](mailto:uvsor@ims.ac.jp)

UVSOR Office, Institute for Molecular Science, National Institutes of Natural Sciences  
Inter-University Research Institute Corporation