



Online Application Portal Operating Procedure for Grant Application

Version 1.0

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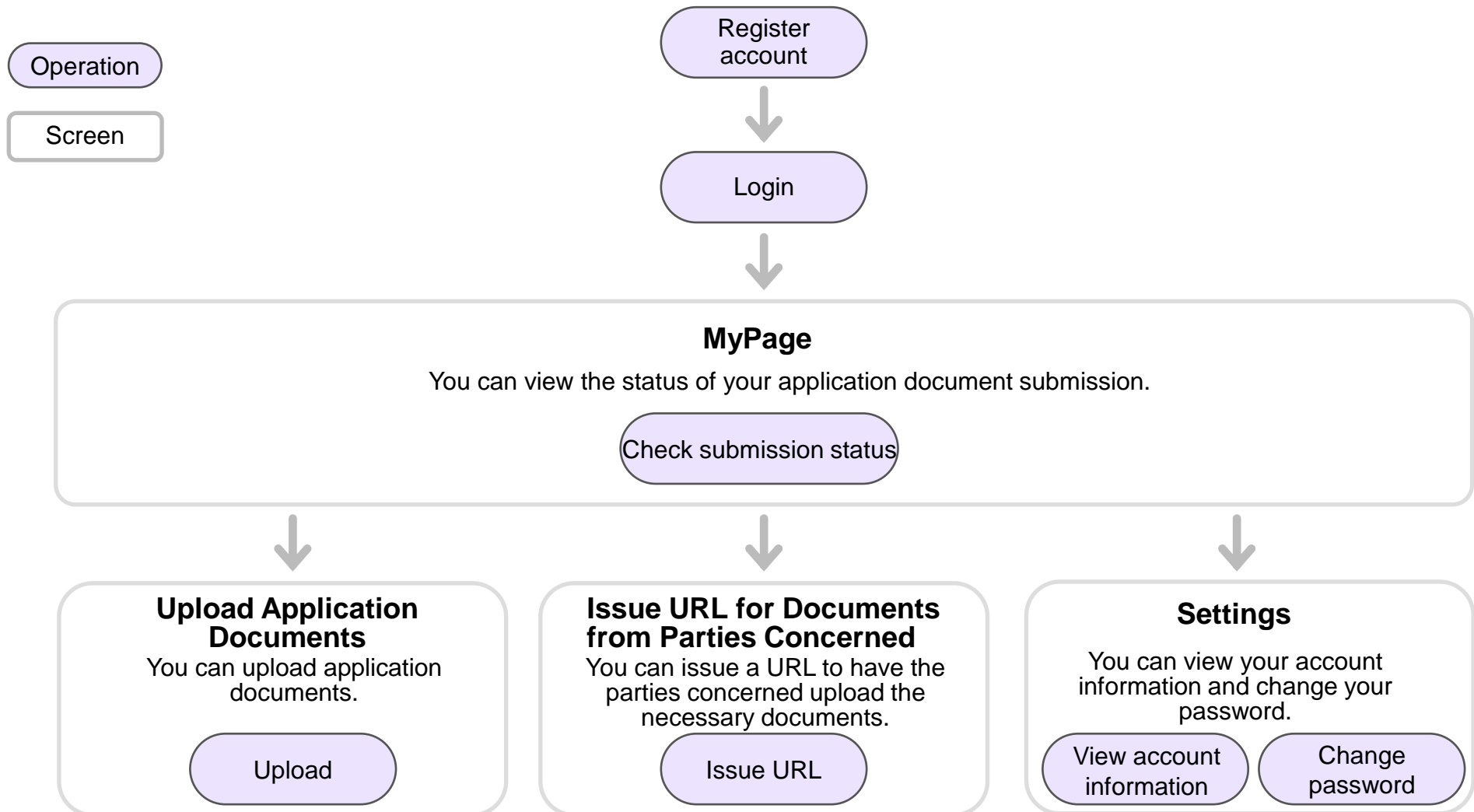
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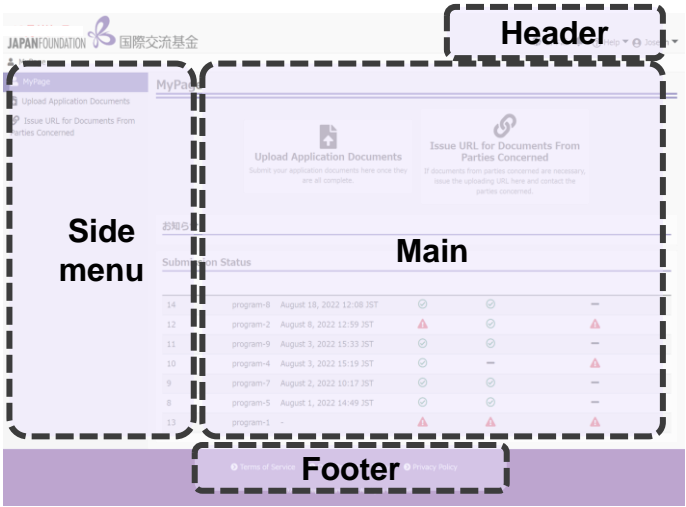
05 Other

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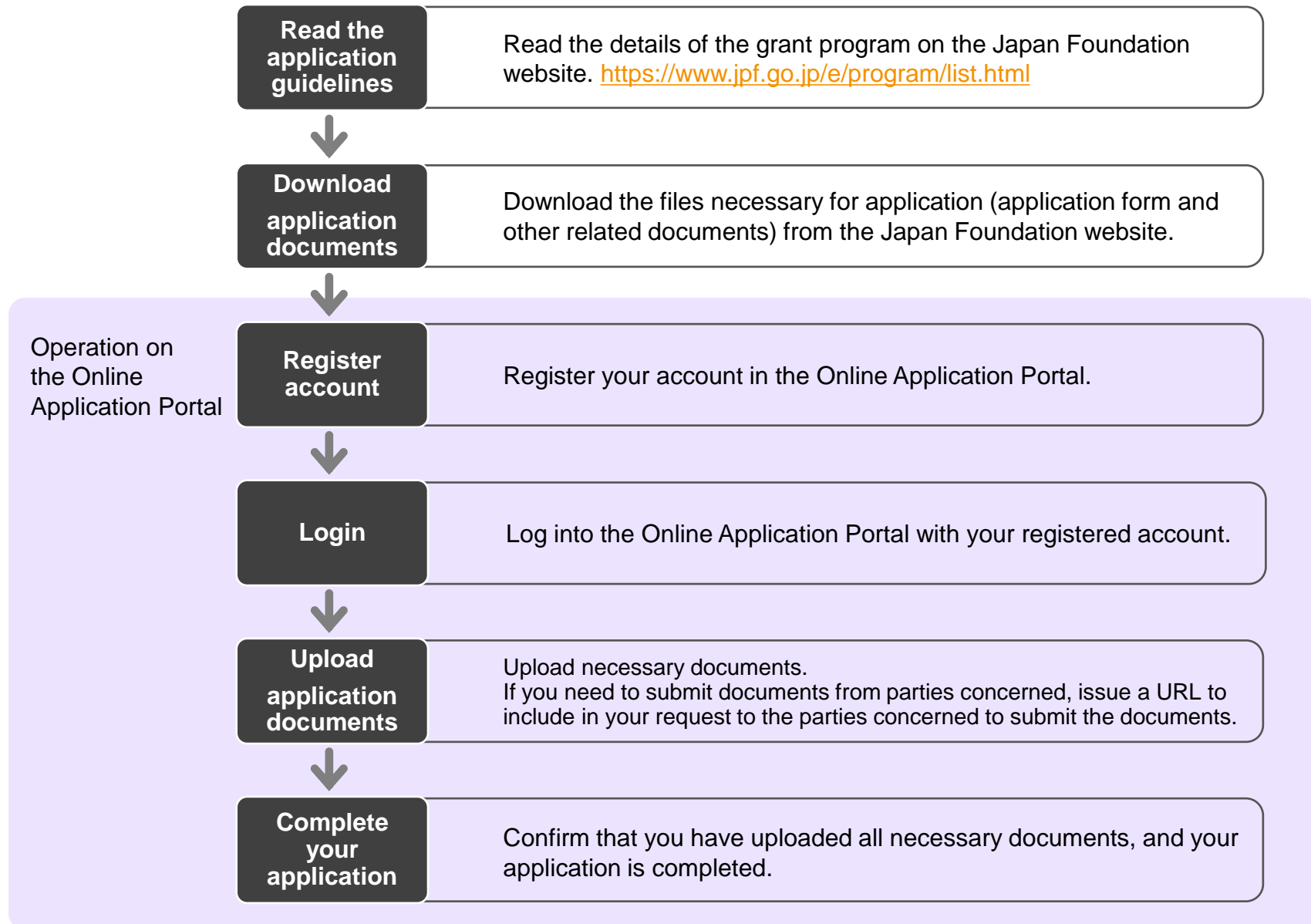
[05-2 Changing Your Password](#)

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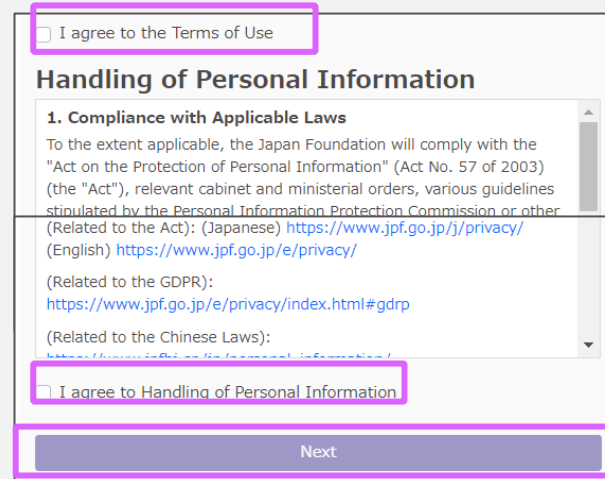
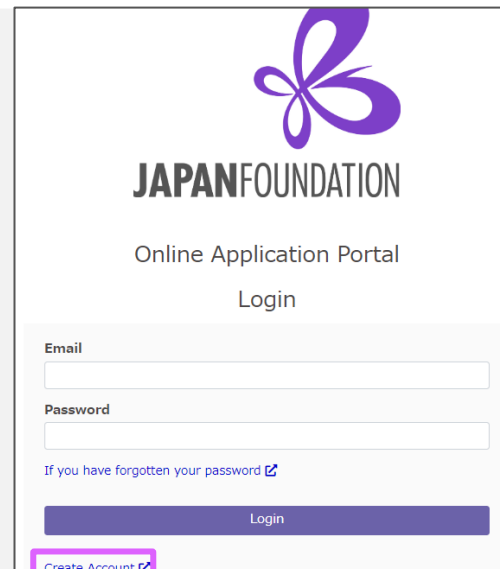
Area	Function	Description
Header	Language switching	You can switch between Japanese and English.
	Notification	You can check for notifications from the site. A mark as shown on the right appears when you receive a notification. 
	Help	You can access Operating Procedure, FAQ, and Inquiries.
	User settings	You can access Settings or log out of the site.
Side menu	Top	Current location in the site is displayed. E.g. HOME > List of Application Documents
	Bottom	The accessible screens are listed.
Main	Functions	You can access the operations available on the different screens.
Footer	Terms of Use	You can read the Terms of Use.
	Handling of personal information	You can read the Handling of Personal Information.
	Privacy policy	You can read the Privacy Policy.



STEP 1

Agree to the Terms of Use and Handling of Personal Information

1. Access the Online Application Portal.
<https://www.apply.jpj.go.jp>
2. When the login screen appears, click [Create Account].
3. After reading the Terms of Use and the Handling of Personal Information, check [I agree] and click [Next].

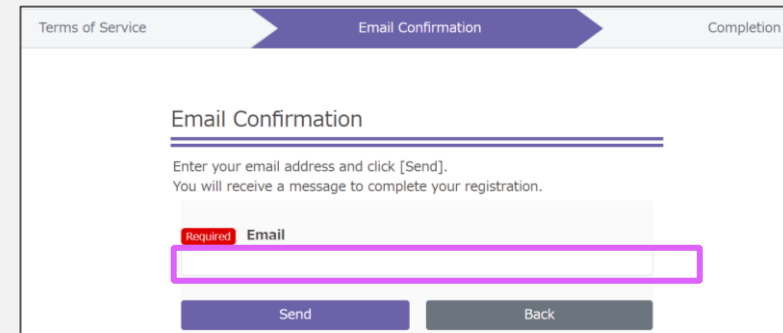


Next, you will be asked to enter your email address for temporary account registration.

STEP 2

Send Temporary Registration Email

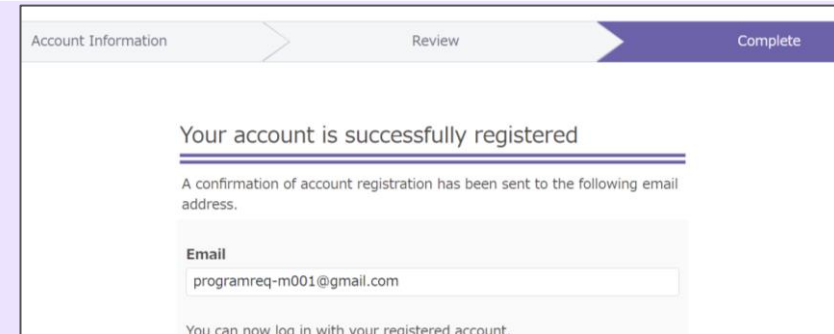
Enter your email address and click [Send].



The screenshot shows a web interface for 'Email Confirmation'. At the top, there are three tabs: 'Terms of Service', 'Email Confirmation' (which is active and highlighted in blue), and 'Completion'. Below the tabs, the heading 'Email Confirmation' is followed by a double underline. The text below reads: 'Enter your email address and click [Send]. You will receive a message to complete your registration.' There is a text input field with a red 'Required' label and the word 'Email' next to it. The input field is highlighted with a red border. Below the input field are two buttons: 'Send' (blue) and 'Back' (grey).

The [Your account is successfully registered] screen is displayed and you will receive a message containing a link for completing your registration to your temporarily registered email address.

* Note that the link expires in one hour.



The screenshot shows a web interface for the 'Complete' step. At the top, there are three tabs: 'Account Information', 'Review', and 'Complete' (which is active and highlighted in blue). Below the tabs, the heading 'Your account is successfully registered' is followed by a double underline. The text below reads: 'A confirmation of account registration has been sent to the following email address.' There is a text input field with the email address 'programreq-m001@gmail.com'. Below the input field, it says 'You can now log in with your registered account.'

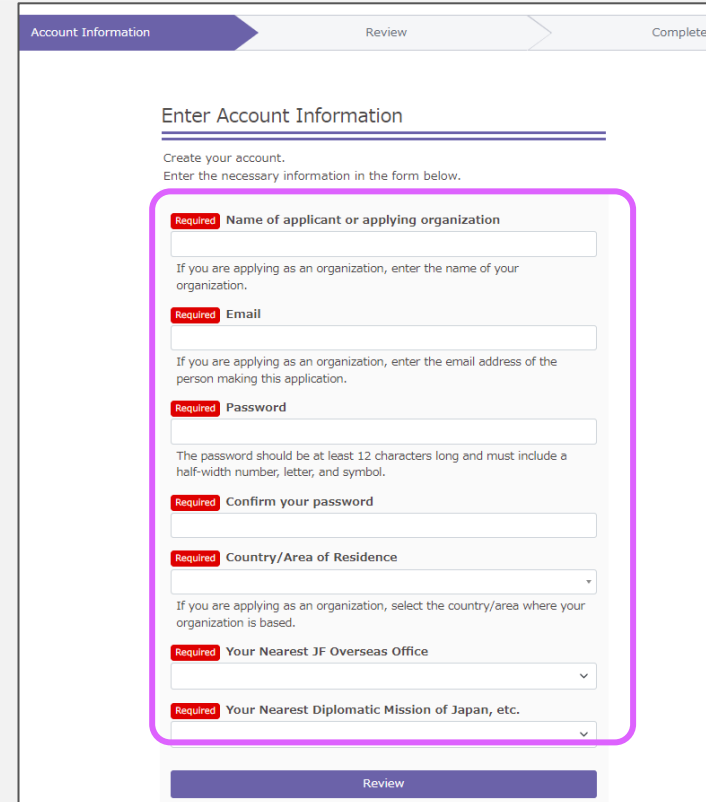
Your registration to the grant application site has been completed. You can now use the grant application site from the link below.

<https://www.apply.jpf.go.jp/ja/Identity/Account/Login>

STEP 3

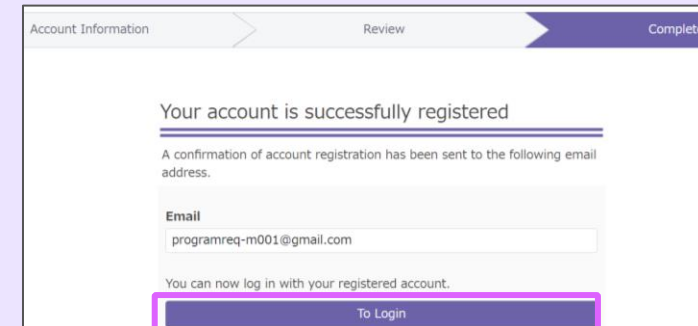
Register Your Account

1. Access the link provided in the temporary registration completion email and enter or select your account information.
2. Click [Review] to view your account information before registering.
3. Review the registration information and click [Register].
 - * To modify your registration information, click [Modify].



The screenshot shows the 'Enter Account Information' form with a progress bar at the top indicating 'Account Information' is the current step, followed by 'Review' and 'Complete'. The form contains several required fields, each with a red 'Required' label: 'Name of applicant or applying organization' (with a text input field and a note for organizations), 'Email' (with a text input field and a note for organizations), 'Password' (with a text input field and a note about password requirements), 'Confirm your password' (with a text input field), 'Country/Area of Residence' (with a dropdown menu and a note for organizations), 'Your Nearest JF Overseas Office' (with a dropdown menu), and 'Your Nearest Diplomatic Mission of Japan, etc.' (with a dropdown menu). A purple rectangular box highlights the entire form area. At the bottom of the form is a blue button labeled 'Review'.

[Your account is successfully registered] screen appears.
Click the link in your registration completion email or click [To Login] to bring up the [Login] screen.



The screenshot shows the 'Your account is successfully registered' confirmation screen. It has the same progress bar at the top. The main heading is 'Your account is successfully registered'. Below it, a message states: 'A confirmation of account registration has been sent to the following email address.' This is followed by an 'Email' field showing 'programreq-m001@gmail.com'. A note says 'You can now log in with your registered account.' At the bottom, there is a blue button labeled 'To Login', which is highlighted with a purple rectangular box.

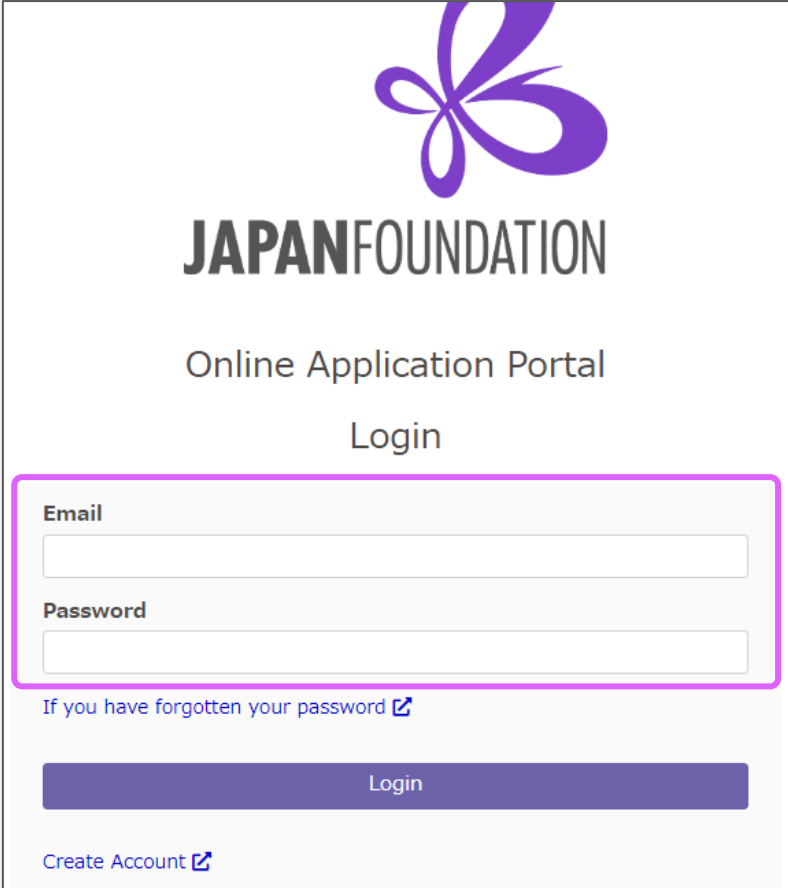
STEP 4


Login

1. Access the Online Application Portal.

<https://www.apply.jpf.go.jp>

2. When the [Login] screen appears, enter login information and click [Login].




JAPAN FOUNDATION
Online Application Portal
Login

Email

Password

[If you have forgotten your password](#)

Login

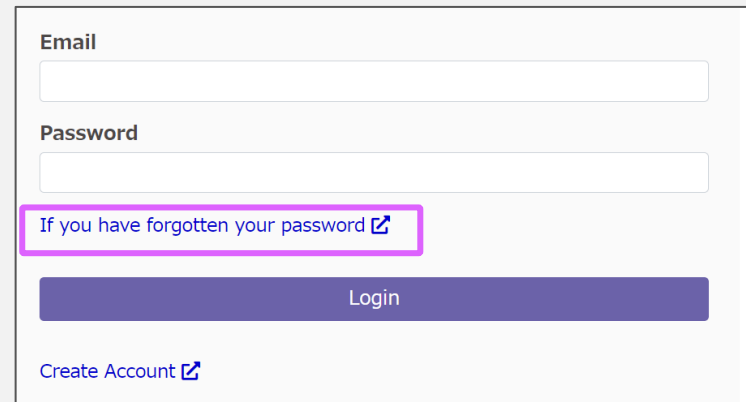
[Create Account](#)

The [MyPage] screen appears.

STEP 1

Send Password Reset Email

1. Access the Online Application Portal.
<https://www.apply.jpf.go.jp>
2. When the [Login] screen is displayed, click [If you have forgotten your password].
3. When the [Send Password Reset Email] screen is displayed, enter your registered email address and click [Send].



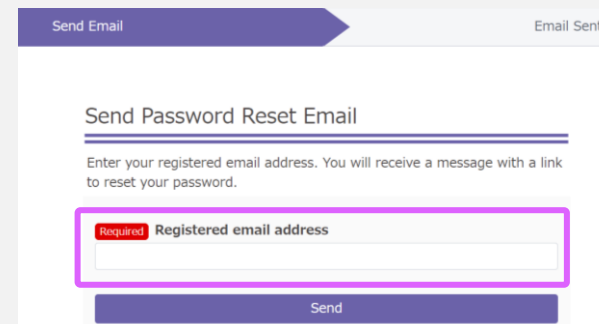
Email

Password

If you have forgotten your password [↗](#)

Login

Create Account [↗](#)



Send Email

Email Sent

Send Password Reset Email

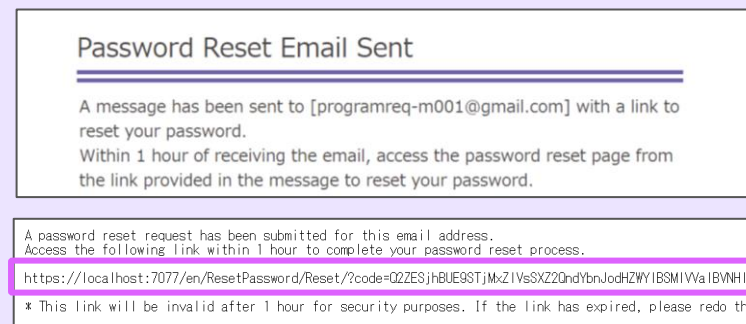
Enter your registered email address. You will receive a message with a link to reset your password.

Required Registered email address

Send

The [Password Reset Email Sent] screen is displayed and you will receive a message containing a link for resetting your password to your registered email address.

*** Note that the link expires in one hour.**



Password Reset Email Sent

A message has been sent to [programreq-m001@gmail.com] with a link to reset your password.
Within 1 hour of receiving the email, access the password reset page from the link provided in the message to reset your password.

A password reset request has been submitted for this email address.
Access the following link within 1 hour to complete your password reset process.

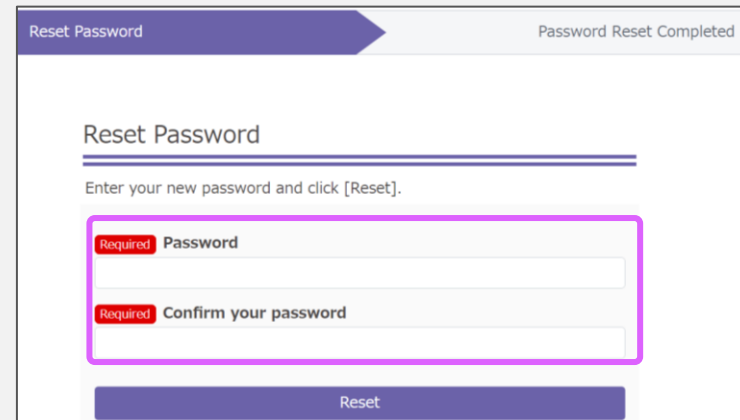
<https://localhost:7077/en/ResetPassword/Reset/?code=Q2ZESjhBUe9STjMxZlVsSxZ2QndYbnJodHZWY1BSMIWVaIBVNHIIRzNyMkhnYIRlU2ZXeVowbW0wOEwGR0E>

* This link will be invalid after 1 hour for security purposes. If the link has expired, please redo the process from the beginning.

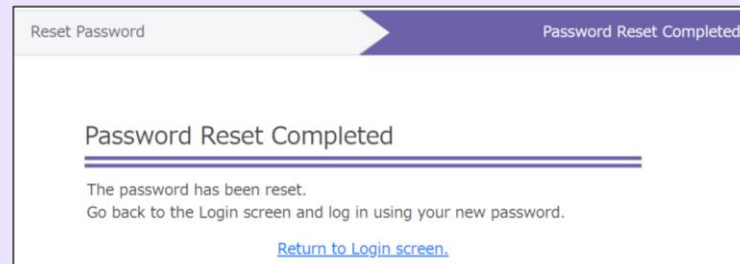
STEP 2

Reset Password

1. Access the link provided in the message. The [Reset Password] screen appears.
2. Enter your new password and click [Reset].



The [Password Reset Completed] screen appears.
You can now log into the site using your new password.



You can view the status of your application document submission on MyPage.

JAPANFOUNDATION 国際交流基金

日本語

Help

Joseph

MyPage

MyPage

Upload Application Documents

Issue URL for Documents from Parties Concerned

Upload Application Documents

Submit your application documents here once they are all complete.

Issue URL for Documents from Parties Concerned

If documents from parties concerned are necessary, issue the uploading URL here and contact the parties concerned.

Submission Status

Application ID	Program	Submission Date/Time	Application Form	Attachments	Documents from Parties Concerned
14	program-8	August 18, 2022 12:08 JST	✓	✓	—
12	program-2	August 8, 2022 12:59 JST	⚠	✓	⚠
11	program-9	August 3, 2022 15:33 JST	✓	✓	—
10	program-4	August 3, 2022 15:19 JST	✓	—	⚠
9	program-7	August 2, 2022 10:17 JST	✓	✓	—
8	program-5	August 1, 2022 14:49 JST	✓	✓	—
13	program-1	-	⚠	⚠	⚠

Application document submission status

✓	Submitted
⚠	Not submitted
—	Optional / Not required

* For Attachments and Documents from Parties Concerned, you can view details when you place your cursor over the icon.

Attachments

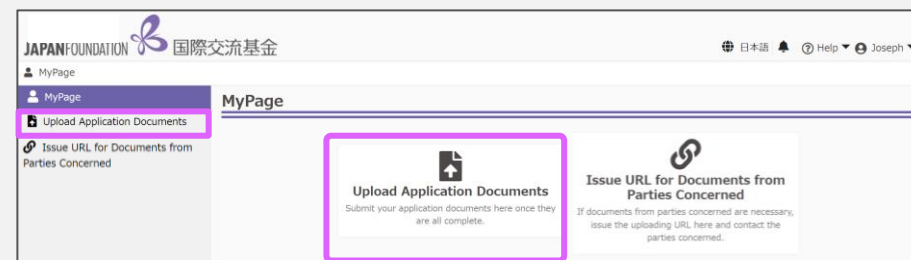
Category	Submission Status
temp-1	✓

	Function	Description
1	Upload Application Documents	You can upload your application documents for the grant program.
2	Issue URL for Documents from Parties Concerned	Issue a URL for submitting documents from parties concerned to the grant program. Send the issued URL to the parties concerned to have the necessary documents uploaded.
3	Check Submission Status	You can view the status of your application document submission.

STEP 1

Access the [Upload Application Documents] Screen

Click [Upload Application Documents].



STEP 2

Select the Program and Files for Submission

Select the program you are applying for and the files that you are submitting, and click [Review].

* Files can be uploaded in either of the following ways:

- Click [Choose File] and select a file from the Explorer window that opens.
- Drag & drop a file into the [Choose File] box.

A screenshot of the 'Select Application Documents' form. It has a title bar 'Select Application Documents' and a subtitle 'Select the program you want to apply for, then select the application form and attachments, and click [Review].'. There are three main sections: 'Required Program' with a dropdown menu showing 'program-8', 'Required Application Form' with a 'Choose File' button and 'No file chosen' text (this section is highlighted with a red box), and 'Attachments category-1' with a 'Choose File' button and 'No file chosen' text. At the bottom, there is a red warning message: 'Once uploaded, you cannot add or change your submission. Make sure that all necessary application documents are selected.' and a blue 'Review' button.

STEP 3

Upload

1. After you have reviewed your application and are ready to submit your application, click [Upload].
 - * If you need to make a correction, click [Back].
2. You will be directed to the [Upload Complete] screen, where you can view your uploaded submission.

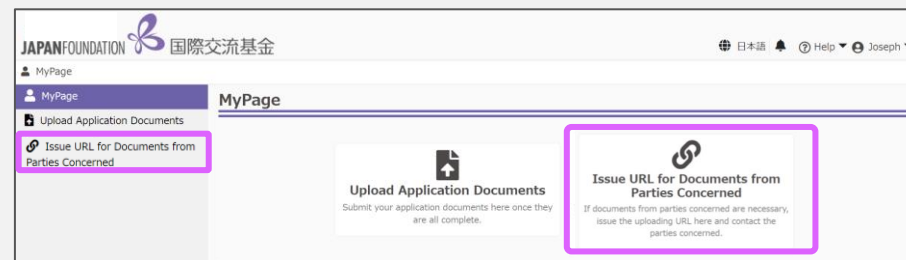
A screenshot of the 'Review and Upload Application Documents' form. It has a title bar 'Review and Upload Application Documents' and a subtitle 'Check the application documents that you are uploading and click [Upload].'. There are three main sections: 'Program' with a dropdown menu showing 'program-8', 'Application Form' with a list of files 'test001.pdf', and 'Attachments category-1' with a list of files 'test001.pdf'. At the bottom, there is a red warning message: 'Once uploaded, you cannot add or change your submission. Make sure that all necessary application documents are selected. To correct your entry, click [Back].' and two buttons: a blue 'Upload' button (highlighted with a red box) and a grey 'Back' button.

Your submission status for application documents will change to [Submitted] on MyPage. * You will also receive a confirmation via email.

If a submission of documents from parties concerned is necessary, you will need to issue a URL for the submission of such documents on this screen.

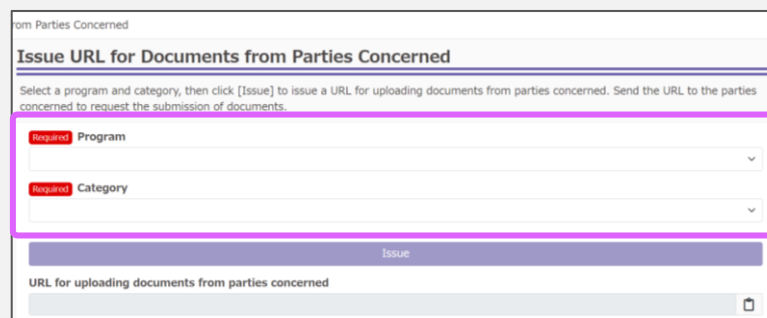
STEP 1 Access [Issue URL for Documents from Parties Concerned]

Click [Issue URL for Documents from Parties Concerned].



STEP 2 Issue URL

Select the program you are applying for and the category, and click [Issue].



STEP 3 URL Issued

URL is issued.

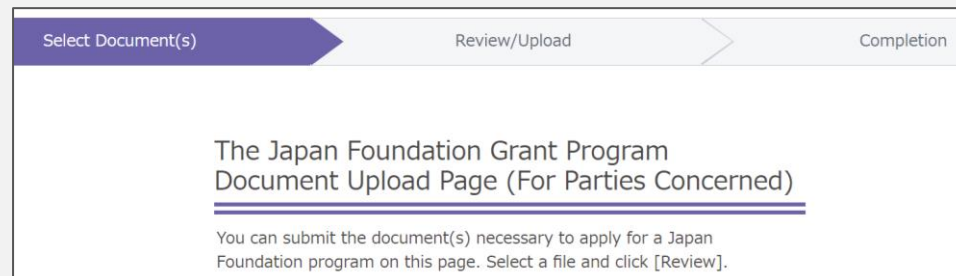


Send the issued URL to the parties concerned to request for submission of documents.

This Web page is for the **parties concerned** to upload necessary documents.

STEP 1 Access the URL

Access the URL you received in the applicant's message.
The [Document Upload Page] appears.

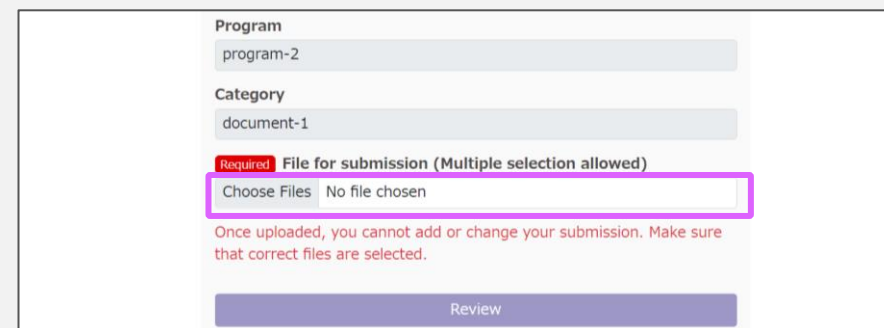


The screenshot shows the 'Document Upload Page (For Parties Concerned)'. At the top, there is a progress bar with three stages: 'Select Document(s)' (active), 'Review/Upload', and 'Completion'. Below the progress bar, the title 'The Japan Foundation Grant Program Document Upload Page (For Parties Concerned)' is displayed. A message states: 'You can submit the document(s) necessary to apply for a Japan Foundation program on this page. Select a file and click [Review].'

STEP 2 Select the File for Submission

Select the file for submission and click [Review].

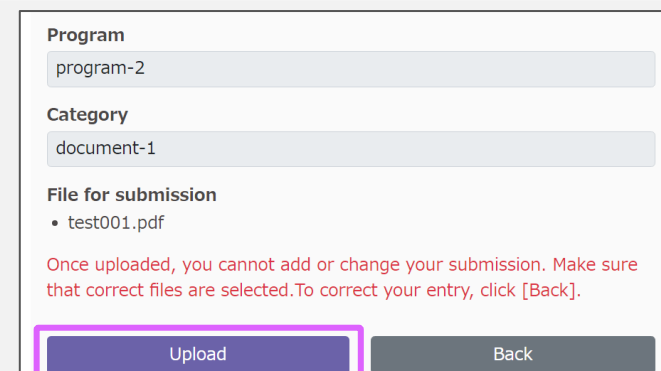
- * Files can be uploaded in either of the following ways:
 - Click [Choose File] and select a file from the Explorer window that opens.
 - Drag & drop a file into the [Choose File] box.



The screenshot shows the 'File for submission' section. It includes dropdown menus for 'Program' (program-2) and 'Category' (document-1). A red 'Required' label is next to the 'File for submission (Multiple selection allowed)' text. Below this is a file selection box with 'Choose Files' and 'No file chosen' options. A red warning message states: 'Once uploaded, you cannot add or change your submission. Make sure that correct files are selected.' At the bottom is a 'Review' button.

STEP 3 Upload

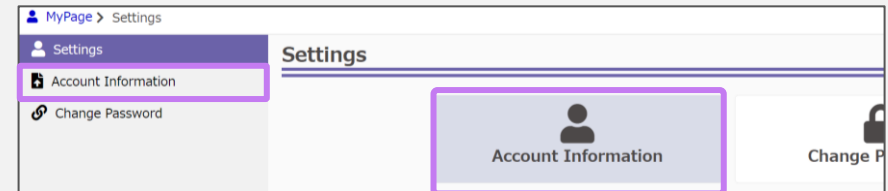
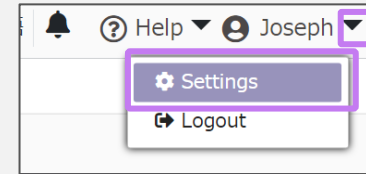
1. After reviewing the submission, click [Upload].
 - * If you need to make a correction, click [Back].
2. You will be directed to the [Upload Complete] screen, where you can view your uploaded submission.



The screenshot shows the 'Upload' step. It includes dropdown menus for 'Program' (program-2) and 'Category' (document-1). Below these is the 'File for submission' section, which shows a list of files: 'test001.pdf'. A red warning message states: 'Once uploaded, you cannot add or change your submission. Make sure that correct files are selected. To correct your entry, click [Back].' At the bottom are 'Upload' and 'Back' buttons.

The submission status for Documents from Parties Concerned will change to [Submitted] on MyPage. * The applicant will receive a confirmation via email.

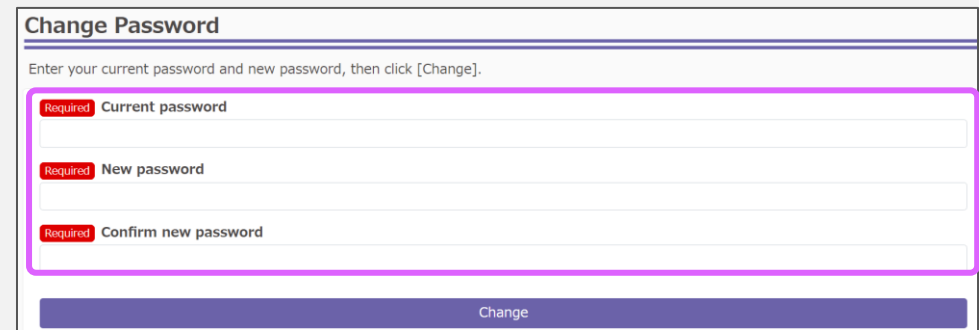
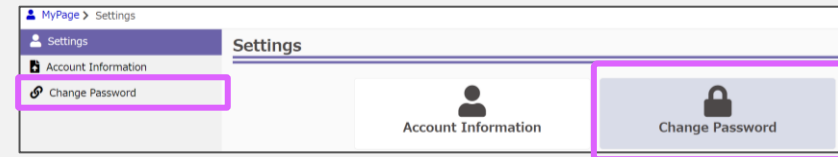
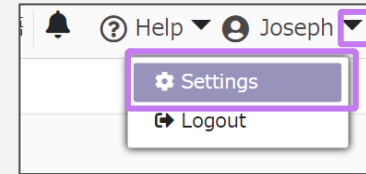
1. Click ▼ to the right of your user name in the header and click [Settings] in the list.
2. Click [Account Information].



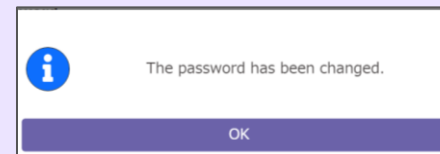
Account Information	
Name of applicant or applying organization	Joseph
Email	user-1@gmail.com
Country/Area of Residence	India
Your Nearest JF Overseas Office	The Japan Foundation, New Delhi
Your Nearest Diplomatic Mission of Japan, etc.	Embassy of Japan in India

Your account information is displayed.

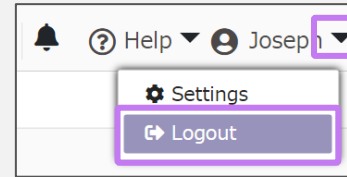
1. Click ▼ to the right of your user name in the header and click [Settings] in the list.
2. Click [Change Password].
3. Enter your current and new passwords and click [Change].
 - * The password must include a half-width number, letter (at least one uppercase letter), and symbol.



You will see the message: The password has been changed.



Click ▼ to the right of your user name in the header and click [Logout] in the list.



The Login screen appears.